CURRICULUM VITAE OF
EMMANUEL TEBOGO DITSELE

PERSONAL DETAILS

Title:	Mr
Surname:	Ditsele
First Name:	Emmanuel Tebogo
Identity Number	8107125771084
Gender:	Male
Nationality:	South Africa
Race:	Black African
Language:	English and Setswana
Drivers Licence:	Code C

CONTACT DETAILS

Residential Address:	14451 Sparrow Street Ivory Park Midrand 1693
Contact Number:	083 734 6325 or 083 400 4385
Email address:	tebogoemmanuel33@gmail.com

ADDITIONAL INFORMATION

I am a very dedicated person who is willing to learn. I will put lot of input into the organisation and use the best of my abilities and skills for the benefit of the company.

EDUCATIONAL PROFILE

Last School Attended:	South West Gauteng College
Highest Grade Passed:	Grade 12 (N3)

Subjects Passed

- English
- Setswana
- Geography
- Public Administration
- Computer Practice
- Information Processing

Tertiary Studies

Institution name:	South West Gauteng College
Qualification Title:	National Diploma in Management Assistant

Modules Passed

- Computer Practise N4-N5-N6
- Information Processing N4-N5-N6
- Office Practice N4-N5
- Communication N6

COMPUTER SKILLS

- Internet and MS Outlook
- MS Word,
- MS Excel,
- MS PowerPoint

OTHER TRAINING ATTENDEND

Institution: Transport Education Training Authority (TETA)
Qualification Title: National Certificate: Professional Driving (NQF Level 3)
Unit Standard Competent

- Foster, Maintain Customer Relations and Service Delivery
- Self-Development and Time Management
- Operate a Vehicle and Plan Road Transport
- Provide Long Distance Bus Service and Commuter Services
- Basic Business Principles and Occupational Health and Safety
- Financial Aspects in Life, Number Bases, Measurement Units, Data, Probabilities, Shape, and motion.
- Language in Communication and Accommodation Audience needs.

OTHER TRAINING :

Institution: Institution for Hospitality Studies
Qualification Title: Junior Management (Level 1)
Unit Standard Competent

- Introduction to Management
- Managing the Business
- Managing self and the team
- Stock Management, First aid level 1

SHE Representative Course
Institution: NOSA College

ACQUIRED SKILLS

- Strong Planning, Organizing, Writing
- Excellent communication skills
- First Time Manager and Introduction to Margin
- Telephone Etiquette and Protection Principles
- Administration Cycle and Documentations
- Training and Development Skills Technical and non-Technical
- Health and Food Safety Representative (Q-PRO)
- Problem-solving mindset with proactive initiative

PREVIOUS WORK EXPERIENCE

Company Name: Rainbow Technical Training Centre
Position: Quality Assurance Administration
Duration: 05 February 2024 – 12 November 2025

Responsibilities

- Coordinate communication between contractors, suppliers and internal departments
- Conduct Technical & Operational Training in line with company standards, SETA, NAMB & QCTO for Occupational Qualification
- Coordinate learnerships, Internships and Apprenticeship
- Maintain accurate records for reviewing and validate learners time and attendance records, Compliance of documents and building inspection

- Maintain and operate timekeeping systems and ensure data integrity
- Resolve attendance discrepancies and liaise with employees and operational manager to correct errors
- Category management – category analysis and strategy determination
- Processing of Issued and Reissuing of Trade Certificates,
- Track project progress timelines, and escalating risks or delays
- Handling of weekly meetings, operational, planning and purchase orders
- Submit monthly reports to the Department of Higher Education accurately and timeously

Company Name: Energy and Water Sector Education Training Authority (EWSETA)
Position: Quality Assurance Project Certificates Administrator
Duration: 14 June 2021 – 31 November 2023

Responsibilities

- Issue serial numbers to complying candidates and update accordingly on the system
- Prepare relevant documents for NAMB submission for trade certificates;
- Follow up with NAMB on long outstanding certificates;
- Receive certificates from NAMB, sort per TTC, and prepare for collecting and courier service;
- Liaise and advised stakeholders on compliance procedures for issuing serial numbers and apply for certificates;
- Capture a spreadsheet for uploading of learner details into the system (MIS)
- Coordinate with suppliers
- Responsible for driving to different Trade Test Centre's for collection of documentations

Company Name: Bojanala Bus Services
Position: Driver Conductor
Duration: 17 May 2017 – 19 April 2021

Responsibilities

- Comply and implement the Drivers manual and Standards Operating Procedures
- Complete bus route on schedule while carrying passengers
- Routinely maintain vehicles and report defects timeously
- Ensure vehicles are always in a roadworthy condition
- Perform pre and post trip inspection on pool vehicles before departure
- Always ensure safety of the bus when commuting passengers
- Operation of shifts and Handling of Cash
- Provide long distance bus services and commuter services, Kilometres recordings
- Issuing of passenger tickets and Managing time effectively
- Communicate with passengers and dispatchers regarding delays or any issues along a route
- Maintain cleanliness of bus during and after trips

Company Name: Transnet Fright Rail R.M.E (Railway Maintenance Engineering)
Position: General Worker / Flagman
Duration: 7 April 2014 – 30 July 2015

Responsibilities

- Inspecting and maintaining tracks to ensure trains can operate safely

- Replacement of Railway sleepers and Rail
- Assisting in the construction of new railway lines and other structures
- Following safety procedures and regulations to minimize the risk of accidents and injuries
- Operating various types of machinery as necessary for their tasks
  Collaborating with other labourers, engineers and Truck Masters to complete projects and repairs
- Ensuring that all Railway engineers are working on a safe work environment
- Stop road traffic from crossing the tracks as trains passes and about to pass
- Stop the trains when is not safe to pass
- Usage of Red flag, Yellow flag, White flag to assign protection for Rail way workers

Company name: Fedics Food Services
Position: Supervisor / Store Administrator
Duration: 1 November 2007 – 7 January 2014

Responsibilities

- Governance and compliance regarding supplier sourcing and selection, supplier management through life cycle.
- Invoicing on database system (Fedics system) and perform buying duties
- Managing the kitchen staff and assist with coordinating a small field team to collect data required for compliance and reporting
- Manage inventory levels and stock movements
- Contact suppliers in order to schedule deliveries and to resolve shortages or late deliveries
- Scanning and uploading of documents, store documents and handle client queries professionally
- Demonstrate high levels of discretion and maintain strict confidentiality at all
- Purchase order creation and general administration duties
- Issuing of stock from suppliers accordingly to the company policies and procedures
- Weekly stock taking, control receiving of stock against the invoice and checking packaging

REFERENCES

Company Name: Rainbow Technical Training Centre
Contact Person: Thabiso Xaba
Position: Training Manager
Contact Number: 063 274 4700

Company Name: Energy Water Sector Education Authority (EWSETA)
Contact Person: Ms Thandiwe Shashu
Position: Quality Assurance and Compliance Practitioner
Contact Number: (011) 274 4700

Company Name: Bojanala Bus Services
Contact Person: Mr. Rhee Molefe
Position: Driver Instructor
Contact Number: 078 842 6088