N.L NANA LUCY GALEBOE

OBJECTIVE

A HARDWORKING INDIVIDUAL LOOKING FOR A CHALLENGING POSITION WHERE I CAN SHOWCASE MY SKILLS AND CONTRIBUTE TO THE GROWTH OF THE ORGANIZATION. AND TO BUILD A PROFESSIONAL CAREER BY WORKING WITH MOTIVATED AND DEDICATED PEOPLE IN A VERY COMPETITIVE AND STRUCTURED ORGANIZATIONAL ENVIRONMENT.

ADDRESS
599 WEAVER STREET LIFATENG TEMBISA 1632

PHONE
0635341175

EMAIL
lucygaleboe02@gmail.com

EXPERIENCE

BUSINESS MANAGEMENT INTERN

SABY FUNERAL PARLOUR (NOVEMBER 2024-APRIL 2026)

- OVERSEEING OPERATIONS WITHIN THE COMPANY, COORDINATING WITH MANAGEMENT AND ENGAGING IN PLANNING.
- SUPERVISING ADMINISTRATIVE ASSISTANTS AND JUNIOR STAFF.

ORGANIZING: PREPARING, ORGANIZING AND STORING INFORMATION

MAINTAINING OFFICE SYSTEM AND DATABASES

KEEPING COMPANY POLICIES UP-TO-DATE

COMMUNICATION: ANSWERING CALLS AND EMAIL QUERIES

TAKING MINUTES AT MEETINGS

TYPING LETTERS AND REPORTS

INTERVIEWING CUSTOMERS AND PROSPECTIVE EMPLOYEES

DOING SALES REPORTS AND ANALYSIS

EDUCATION

FLAVIUS MAREKA TVET COLLEGE
BUSINESS MANAGEMENT (N4-N6) NATIONAL N DIPLOMA (IN-PROGRESS)
2022-2023

MAMELLO SENIOR SECONDARY SCHOOL
GRADE 12
2020

PERSONAL SKILLS

- SAGE PASTEL ACCOUNTING PARTNER V18
- MICROSOFT OFFICE: WORD, EXCEL, POWERPOINT, ONENOTE
- TEAM-BUILDING
- STRATEGIC THINKING
- CONTINUOUS LEARNING
- PROBLEM SOLVING AND DECISION-MAKINGS

REFERENCES

MR T KARELI (FORMER LECTURE) : 0736259712
MR J MOLEFI (FORMER MANAGER):0781590587



SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
VIRGINIA
2026 -02- 10
COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE

MAGSNOMMER 71755870 RANG Sgt
FORCE NUMBER RANK

N.E MOKAU



331262P

110988772

REPUBLIC OF SOUTH AFRICA

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
VIRGINIA
2022 -02- 10
COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE

STATEMENT OF RESULTS / STAAT VAN UITSLAE
NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT

NOVEMBER 2021

NANA LUCY GALEBOE

EXAMINATION NUMBER / EKSAMENNOMMER: 3211820876082
ID NUMBER / ID NOMMER 0207090680084
DATE OF BIRTH / GEBOORTEDATUM 20020709
CENTRE / SENTRUM: (3182087) LEJWELEPUTSWA DESIGNATED CENTRE

(318) Lejweleputswa FREE STATE DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
MATH	Mathematics	35	2
PHSC	Physical Sciences	34	2
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX
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XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX

Result incomplete.

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR IN-AANSIENING VOORGELÊ IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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HANDTEKENING/SIGNATURE

NAAM/NAME N.E MOKAU RANG/RANK Sgt

SUPERINTENDENT-GENERAL
SUPERINTENDENT-GENERAAL

DATE / DATUM 2022/01/18

Achievement level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks % Punte %
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstelike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
VIRGINIA
2026 -02- 10
COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NANA LUCY GALEBOE

Identity number 0207090680084 Exam number 3201820240015

Subject	%	Achievement level
Sesotho Home Language	67	5
English First Additional Language	56	4
Life Orientation	53	4
Accounting	40	3
Geography	50	4
Life Sciences	44	3

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2020

M.S. Lakometsi

Chief Executive Officer

210 3804 2123 D

This certificate is issued without alterations or erasure of any kind

UMALUSI

Council for Quality Assurance in General and Further Education and Training South Africa

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
VIRGINIA
2026 -02- 10
COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N4

BUSINESS MANAGEMENT

AWARDED TO

GALEBOE NANA LUCY

IDENTITY NUMBER

0207090680084

WITH EFFECT FROM

2022-12-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

FINANCIAL ACCOUNTING N4
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
COMPUTER PRACTICE N4 *
****

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VERSKYN HET EN DAT EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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HANDTEKENING/SIGNATURE

MAGTIGINGSNR. 7175870 SGT
POLICE NUMBER RANK

M.E MOKAU

58802782G

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trade and Occupations

QCTO
Quality Council for Trades & Occupations

SERIAL NUMBER H 11313169

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
VIRGINIA
2026 -02- 10
COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N5

BUSINESS MANAGEMENT

AWARDED TO

GALEBOE NANA LUCY

IDENTITY NUMBER

0207090680084

WITH EFFECT FROM

2023-07-01

INSTRUCTIONAL OFFERINGS PASSED

** INDICATES DISTINCTION*

FINANCIAL ACCOUNTING N5
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5
SALES MANAGEMENT N5
COMPUTER PRACTICE N5 *

****

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HOOFDKONSTABEL/SERSANT/KONSTABEL/SIGNATURE

7175587-0 RANG/RANK Sgt

N.E MOKAY

Examination Officer

59555784G

Director-General

Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trade and Occupations

QCTO
Quality Council for Trades & Occupations

SERIAL NUMBER H 11448440

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
VIRGINIA
2026 -02- 10
COMMUNITY SERVICE CENTRE
SOUTH AFRICAN POLICE SERVICE

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N6

BUSINESS MANAGEMENT

AWARDED TO

GALEBOE NANA LUCY

IDENTITY NUMBER

0207090680084

WITH EFFECT FROM

2023-12-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N6
SALES MANAGEMENT N6
COMPUTER PRACTICE N6
COMPUTERISED FINANCIAL SYSTEMS N4
****

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NIE 'N
WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
BRING IS NIE.

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HANDTEKENING/SIGNATURE
MAGSNOMMER 7175587O RANG Sgt
FORCE NUMBER RANK

N.E MOKAU

Examination Officer

61244655G

Director-General

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