Jacob mpatle **Tshoenyane**



PROFILE SUMMERY

> i am highly school graduate seeking full time job or position where i can lend my knowledge COMPUTER LITERATE analytics or any work that i found chance to improve my skill and become professor. OR ANY GENERAL WORK

> CALL CENTRE - MANAGEMENT
> SECURITY OFFICER - 1 YEAR 4 MONTHS EXPERIANCE
> COMPUTER LITERATE NQF LEVEL

FOOD AND BEVERAGES CERTIFICATE AND WAITER

CONTACT

7172 mokone block stinkwater

tshoenyanejacob@gmail.com

+27 792534808 / 0731172178

SKILLS

- cleaning pots dishes also area
> Always on time
> Food preparation
>Cooking labling and wraping
> Beverages also snack to patients / customer
> Off -loading stock
> Taking care of equipments
>Taking oders

EDUCATION

Bokamoso high school
Matric
Jan 2015 - Nov 2015

Refentse
End user computing NQF LEVEL3
Jan 2016 - Apr 2016

EXPERIENCE

Selaki secirity service
Security
01 2021 - 04 2021

>escorting stuff and contractors
>Search and rescue
> Also preventing theft along the premises and checking around during knock on and off time
> Checking vehicle book and OB book also using scanner
> Responsible for maintaining a visibility security presence to prevent any illegal or innapropriate activity
> Patrolling around the area to deter criminal activity

Galitos
Waiter and assistant kitchen bartendr
11 2018 - 12 2018

> cleaning pots dishes also area
> Always on time
> Food preparation
>Cooking labling and wraping
> Beverages also snack to patients / customer
> Off -loading stock
> Taking care of equipments
>Taking oders

CERTIFICATIONS

Rehecapro 2016
NQF LEVEL3 COMPUTER LITERATE
04 2016

- > computer literate >keeping documents >typing and edditing skills > making reports > ability to work with a team >cleaning > willing to learn new things to gain knowledge

- Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

- Call center and computer literate >Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently. : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers

LANGUAGES

- English
- Setswana

INTERESTS

- > hard working also respecting my work and follow rules of workplace > i use to research for jobs oppoturnities
- To abtain a challenging entry level position that will allow my self , to grow and gain more knowledge and experiance in my career field of food service aid. To work and contribute to any department or organisation success through continual learning for growth and development.

Reference

Selaki security service

Mr maekela
+27 720365834
none

Rehecapro
Security E,D,C
03 2021

M AND C CONSULTANCY
Food and beverages
12 2018

ACHIEVEMENTS

Food Expired date

>Checking expired food before cooking
> Making sure there's no hygiene
> Reporting defective equipment or safety corncens supervisor
> Washing and keeping stock of kitchen utensils

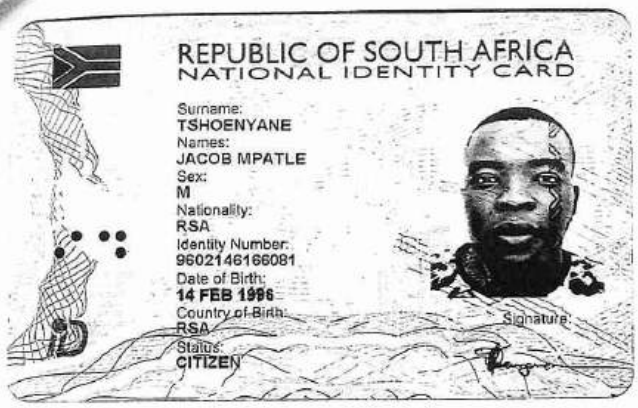
Certificates

> end user computing : NQF LEVEL 3 COMPUTER LITERATE
> SECURITY : GRADE E,D,C
> CALL CENTRE
> FOOD AND BEVERAGES : WAITER TABLE SETTING

Prestige Security service hammanskraal
NIGHT SUPPORT GUARDING OPERATION
Date from 18 APRIL 2025 TO 05 MAY 2025

- Patrolling premises regularly to maintain safety and security
- Monitoring entrances and exits and controlling access to the property
- Checking visitors and verifying identification when necessary
- Responding to alarms, incidents, and emergency situations promptly
- Reporting suspicious activities, accidents, or security breaches
- Protecting company property, staff, and visitors from theft or damage
- Conducting routine inspections of buildings and equipment
- Maintaining occurrence books and writing incident reports
- Assisting employees and visitors in a professional manner
- Ensuring all safety procedures and company policies are followed

Supervisors :sister julia +27659207131



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

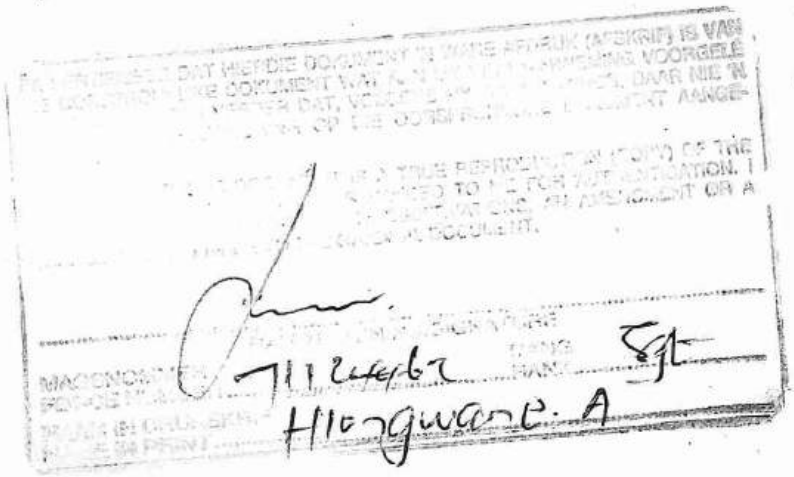
Surname:
TSHOENYANE
Names:
JACOB MPATLE
Sex:
M
Nationality:
RSA
Identity Number:
9602146166081
Date of Birth:
14 FEB 1996
Country of Birth:
RSA
Status:
CITIZEN

Signature:



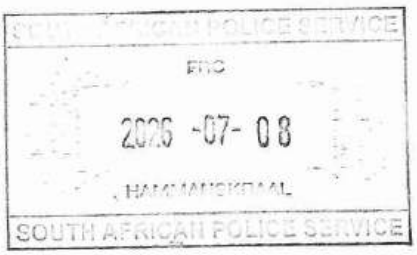
DRIVING LICENCE
LISENSIE / LAYISENSE / KGWEBETSO
CARTA DE CONDUCAO
JH TSHOENYANE
ID No.: 6602146166081
Lic. No. / nr. ya Lisa: 4156000085
Valid / geldig / sebenza: 05/09/2025 - 05/09/2030
Issued / uitgereik: ZA
Code / Kode: C1
First Issue / Eerste uitreiking: 05/09/2025

ZA
SADC
SOUTH AFRICA



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Hlongwane. A



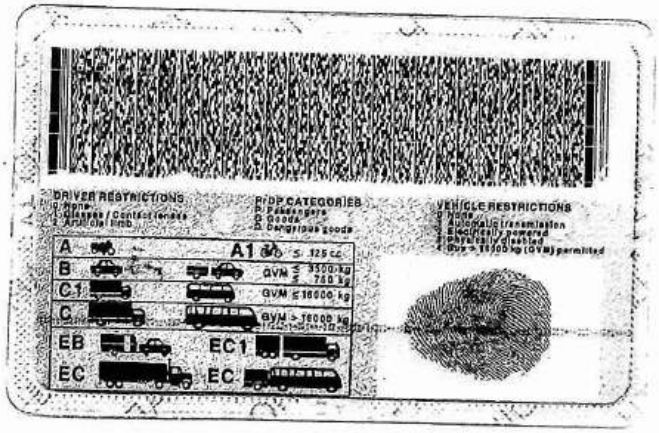
SOUTH AFRICAN POLICE SERVICE
FHC
2026 -07- 08
HAMMANSKRAAL
SOUTH AFRICAN POLICE SERVICE



Conditions:
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
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Date of Issue:
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123986459



DRIVER RESTRICTIONS
PrDP CATEGORIES
VEHICLE RESTRICTIONS
A
A1
B
C1
C
EB
EC1
EC

REPUBLIC OF SOUTH AFRICA

Subject Statement

National Senior Certificate

Awarded to

JACOB MPATLE TSHOENYANE

Identity number 9602146166081

Subject	%	Achievement level
Setswana Home Language	49	3
English First Additional Language	44	3
Life Orientation	52	4
**********	***	*

2006 -07- 08

Sgt

This subject statement is not a National Senior Certificate, but reflects the subjects where the candidate has satisfied the promotion requirements.

With effect from December 2015

M. S. LAKOMETSE

Chief Executive Officer

160 9405 8766 L

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

6705231

(See reverse for more information)

10900914W

102711749

REPUBLIC OF SOUTH AFRICA

STATEMENT OF RESULTS / STAAT VAN UITSLAE

NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT

NOVEMBER 2015

JACOB' MPATLE TSHOENYANE

EXAMINATION NUMBER / EKSAMENNOMMER: 8159101690145
ID NUMBER / ID NOMMER 9602146166081
DATE OF BIRTH / GEBOORTEDATUM 19960214
CENTRE / SENTRUM: (8910169) BOKAMOSO HIGH SCHOOL

(801) GAUTENG GAUTENG DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
SETHL	Setswana Home Language	49	3
ENGFA	English First Additional Language	44	3
MLIT	Mathematical Literacy	25	1
LIFE	Life Orientation	52	4
ACCN	Accounting	18	1
BSTD	Business Studies	27	1
ECON	Economics	21	1
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX
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XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXXXXXXXXXX

The candidate does not qualify for the National Senior Certificate.

FOR THE REPRODUCTION (COPY) OF THE
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AN ENDORSEMENT OR A
FEC
2006 -07- 08
SOUTH AFRICAN POLICE SERVICE

Sgt
Hlongwane-A

HEAD OF DEPARTMENT
DEPARTEMENTSHOOF

DATE / DATUM 2015/12/31

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

A SUBJECT STATEMENT WILL BE FORWARDED TO THE SCHOOL.

THE DEPARTMENT RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY.
INDIEN NODIG BEHOU DIE DEPARTEMENT DIE REG OM WYSIGINGS AAN DIE DOKUMENT AAN TE BRING.

NSTATS
E08P1042_13041

Certificate of Completion

On Basic End- User Computing NQF L 3

Kgotlelelang Computer Training Lab Centre

Passionate with Community Skills Development

mictseta

Accreditation no: ACC/2007/07/924

Media, Information and Communication Technologies Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

This is to certify that

1

Name: Mpatle Jacob Tshoenyane ID : 9602146166081

Has satisfactory showed competency in acquiring skills in Basic End-User Computing skill course.

- Basic IT Concepts
- Managing files and Folders
- Microsoft Word XP
- Microsoft Excel XP
- Microsoft Access XP
- Microsoft PowerPoint XP
- Internet and Information Communication

FIS 2006 -07- 08 HUMANANGKOMA SOUTH AFRICA

Chief Executive Officer

Nghonyama X.K

Centre Manager

P.T Mailwane

SAQA NO : 0339418

REFENTSE HEALTH CARE GIVING PROGRAMME (REHECAPRO)

ETQA Regulation No: R 1127 of 1998 of the SAQA Act 58 of 1995.

This certificate is issued without any form of alteration .With effect from .16-April-2016

Kgotlelelang Computer Training Lab Centre

PSiRA

Private Security Industry Regulatory Authority

Certification of Registration

Security Officer

This certificate certifies that

Tshoenyane J M

ID Number : 9602146166081

PSiRA Reg Number : 3114334

Date of Registration : 29 Apr 2021

Is duly registered as a Security Service Provider as Contemplated in terms of Section 21 of the Private Security Industry Regulation Act 2001 (Act no 56 of 2001).

Recognised Training Qualification as at date of issue hereof:

Grade C

Date of Issue : **26 Sep 2024**

Valid Until : **25 Sep 2026**

Certificate No. : **19891120**

This digital certificate remains the property of the Private Security Industry Regulatory Authority and must be authenticated at all times by verifying its validity using the QR Code or visiting https://www.psira.co.za

TRIOTIC
TRAINING ACADEMY (Pty) Lt

Company Registration No.: 2010/019471/

VAT No. 4750226344
Psira Registration No. 1250802
Sasseta Accreditation No. 101942432637
SAPS Accreditation No. 4000766

PROUDLY SOUTH AFRICAN

SAPS ACCREDITATION NO. 4000766 | SASSETA ACCREDITATION NO. 101942432637 | PSIRA ACCREDITATION NO. 1250802 | SECURITY ASSOCIATION OF SOUTH AFRICA NO. 999234 | SOUTH AFRICAN BITRUDER DETECTION SERVICES ASSOCIATION NO. ASP – 1376

Certificate

This is to certify that

Tshoenyane JM

960214 6166 081

HAS SUCCESSFULLY COMPLETED THE SECURITY TRAINING COURSE

PSIRA Grade E, D, C

TRAINING MANAGER
JJ Molaudzi

5 - 23 October 2020
Date



digify AFRICA

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Congratulations **Jacob mpatle tshoenyane**

For successfully completing

Ilizwe Lam Internet Safety Training

Well done on your achievement!

Issued by: Gavin Weale

Date: 10 October 2023

QCTO

Reference: SSETA/20191120EE5324

Registration Number
2013/13676/07

BENNY RECRUITMENT & TRAINING (PTY) LTD

This is to certify that

TSHOENYANE JACOB MPATLE

ID NO. 960214 6166 081

Has Successfully Completed The Requirements For The Award Of A

CERTIFICATE

IN

CALL CENTRE

- INTERVIEW TECHNIQUES
- DEBT COLLECTION
- HANDLING OBJECTIONS
- QUESTIONING & LISTENING SKILLS
- SALES SKILLS
- TELEPHONE ETIQUETTE
- TYPING SKILLS
- COMMUNICATION SKILLS
- CUSTOMER CARE SERVICES
- INBOUND & OUTBOUND MANAGEMENT

23-MAR-2021
Issued Date

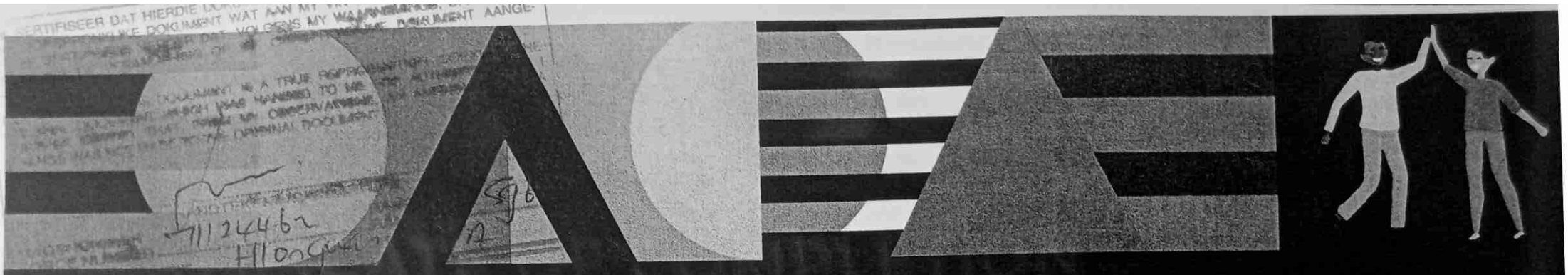
Principal

SERVICES SETA PROVIDER ID:23-044009

2021/BRT0231E
Cert. No

Academic Registrar

This document is issued WITHOUT ALTERATION OF ANY KIND AND ITS NOT VALID WITHOUT THE OFFICIAL COLLEGE SEAL



CERTIFICATE OF COMPLETION

THIS IS AWARDED TO

JACOB MPATLE TSHOENYANE

Congratulations on completing the **PYEI | Handyman/woman training.**

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REPUBLIC OF SOUTH AFRICA

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