Thibedi Jerry Boshomane

Personal details

Thibedi Jerry Boshomane

thibediboshomane@gmail.com

0624949686

319 Mxolisi Street Esiziba Tembisa

1 November 1988

Code 8 and Code 14 with PrDP

Male

South African

Skills

Interpersonal

Financial Monitoring

Communication

Report Compilation

Meeting Administration

Record Keeping

Time Management

Office Management

Liaison and Coordination

eMIS System

InfoRES system

Customer Service

Safety Compliance

Time Management

Education

Matric **Jan 2001 - Dec 2006**

Seokeng High School

National N Diploma In Management Assistant **Jan 2008 - Aug 2013**

Ekurhuleni West College, Kempton Park

- Subjects Passed: Information Processing, Computer practice, Communication and Office practice

Employment

Bus conductor **Sep 2021 - Jul 2024**

KTVR Bus Company, Ekurhuleni

- Ride buses & assist driver ensure safe and orderly transportation of passengers
- Assist passengers to scan tickets and EMV smart cards on Validator
- Liaise with the Dispatcher in the event of any emergency to ensure effective service delivery
- Investigating & resolving customer queries efficiently and effectively
- Apply accurate data recording and timeous record keeping
- Comply with all safety regulations and instructions and ensure that all work done is in compliance with OHS Act and company policy
- Ensured punctual and efficient boarding and alighting of passengers at designated stops
- Provided courteous and prompt assistance to passengers, enhancing customer satisfaction

Secretary **Sep 2016 - Aug 2019**

City of Ekurhuleni Transport Department (IRPTN), Ekurhuleni

- Compile and provide daily, weekly and monthly reports to the Directors
- Monitoring of financial process by complying with Supply Chain Management
- Co-ordinate and liaise the activities between Council Offices, departments and other structures on matters relating to service delivery
- Liaising with contractors and other stakeholders regarding the BRT
- Arranging of meetings for the Directors, taking and typing of Minutes
- Consolidating of reports and typing memos
- Safety Compliance
- Receive, record, distribute mail and filling correspondence
- Arrange travel bookings and accommodation for managers as required
- Time Management
- Maintained and organized confidential files, documents, and records to ensure efficient office operations
- Office Management
- Coordinated and managed office supplies inventory, ensuring timely procurement and cost control

Languages

English

Afrikaans

Xhosa

Sotho

Zulu

Sepedi

Hobbies

- Reading
- Music

Clerk **Sep 2015 - Aug 2016**

City of Ekurhuleni (Building Control & outdoor advertising), Ekurhuleni

- Assist Customers and processing applications for the erection of advertising sign
- Assist the public with the understanding of Policy & by-laws of the department and also attend queries on eMIS System
- Assisting the customers with the refunds cheques and accepting payments
- Receive, record, distribute mail and filling correspondence in line with municipal plan/using correct filing method
- Fulfill the obligations of the Admin Officers when absent
- Assisted customers by providing clear information regarding municipal policies, procedures, and application processes in adherence to Bathopele Principles
- Managed booking of meeting venues and prepared, typed, and distributed meeting minutes to support effective communication within the department
- Captured and maintained accurate data entries of applications and payments using the InfoRES system, ensuring timely processing and record keeping
- Coordinated procurement of office supplies and assets in compliance with Supply Chain Management policies to maintain office efficiency
- Processed and managed various clerical tasks including filing, data entry, and handling correspondence to maintain organized office operations
- Facilitated interdepartmental communication and collaboration by liaising with various departments to prevent service disruptions related to advertising sign erection applications

Admin Intern **Sep 2014 - Aug 2015**

City of Ekurhuleni Transport Planning and Provision, Kempton Park

- Allocating of queries to the relevant divisions on eMIS system
- provide personal assistance to the Divisional Head
- Booking of venues, and arranging refreshments for meetings
- Maintain filing system using filling methods
- taking of minutes, typing memos and reports,scannin, e-mail and fax
- Liaise with relevant stakeholders, regarding contractors and sub contractors
- data capture (Microsoft outlook Excel, power-point and word)
- Helping with IRPTN tender documents
- Assisting the DH with the petition schedules and memos

Cashier **Jul 2011 - Aug 2014**

Makro, Edenvale

- Handle payment processing including cash, credit, and electronic transactions ensuring proper change is given
- Maintain accurate cash handling by counting floats, reconciling cash drawers, and recording sales receipts
- Provide a positive customer experience with fair, friendly and courteous service
- Register sales on cash register by scanning items, itemizing and totaling customers purchases
- Resolve customers issues and answer questions personally and telephonically
- Process return transections Keeping track of all cash and credit transaction
- Attend to weekly and monthly meetings and assist with minutes taking

References

Mashego
KTVR Bus Company, Kempton Park
011 823 1672/071 330 6261

Dorothy Mabuza
City of Ekurhuleni Transport Department IRPTN, Ekurhuleni
082 334 40631/011 999 6194

Lethabo Shebu
City planning Outdoor Advertising, Ekurhuleni
011 999 3691/072 204 3595, lethaboshebu@ekurhuleni.gov.za

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