CEBO MBUSO DUBAZANE

cebohmbusoh@gmail.com

073 953 1311 / 067 566 7989

746 ELANDSPARK EXT 5T5
46 HAWKES NEST

Drivers License: Code 14 (PDP)

PROFESSIONAL SUMMARY

Cebo Mbuso Dubazane was employed as an intern in Gauteng Department of Education from 01 July 2019 to March 2021 and 01 May 2021 to 31 October 2022. Cebo always believes that his hands-on experience coupled with the growing knowledge he gained during his studies and during field work prepared to put his knowledge and abilities to deliver the best results in everything that he does, while gaining immeasurable experience and skills to advance in his career pursuit. Cebo is a self-motivated, driven and individual who believes in lifting and empowering others through the knowledge he has acquired, and experiences gained overtime.

CORE COMPETENCES

- Competent in Microsoft Word, Power Point, Excel, SAP and Outlook.
- Ensure professional, ethical practice in the unit.
- Supportive and firm with candidates.
- Accept accountability and responsibility for own professional action.
- Highly organized and analytical and inquisitive with excellent intention to details.
- Candidates-centered care.
- Always maintain a proactive approach in the working environment for ease in taking ownership and accountability.
- Ability to accurately track inventory and compile reports.
- Equipment handling skills.
- Great team player and can work well independently.
- I have high level of leadership and decision-making skills.
- Excellent verbal and written communication skills.
- Tine management, organizational and planning skills.

EXPERIENCE

(01 July 2019 – 31 March 2021)

(01 May 2021 – Currently in)

Duties include:

- Organise meetings, minutes taking and preparation of venue for meetings and workshops.
- Coordinate bursaries within the district boundaries for office and school based staff.
- Communication with all relevant stakeholders within the district.
- Compilation of reports.
- Preparation of the district improvement plan (WSP&R) for all identified and priorities training and development plan aligned to the organization.
- Facilitate PMDS sessions for both office and school-based personnel.
- Compile, maintain and monitor bursary holder's database.
- Handling multiple tasks and able to work under pressure.

EDUCATION

Institution	**Mnambithi Tvet College**
Qualification	**Human Resources Management**
Year	**2017**
Status	**Complete**

High School	**Isibuko High**
Year	**2014**
Grade	**12**
Status	**Complete**

REFERENCES

Tsekiso Motlengoa (DCES)	083 3988052
Mutandile Benyema	: 084 5029347
Thuli Ntuli	: 084 6341203

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

CEBO MBUSO DUBAZANE

Identity number 9506066240088

Subject	%	Achievement level
IsiZulu Home Language	67	5
English First Additional Language	49	3
Mathematical Literacy	65	5
Life Orientation	75	6
Geography	48	3
History	66	5
Life Sciences	63	5
**********	***	*

SOUTH AFRICAN POLICE SERVICE
VISPOL COMMANDER
2020 -04- 15
ALBERTON

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, 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 2014

M. S. Lakometsi

Chief Executive Officer

150 8733 9913 Y

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

5884355

(See reverse for more information)

35073

H10969670

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N4

HUMAN RESOURCES MANAGEMENT

AWARDED TO

DUBAZANE CEBO MBUSO

IDENTITY NUMBER

9506066624088

WITH EFFECT FROM

2017-12-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

PERSONNEL MANAGEMENT N4
INTRODUCTORY ACCOUNTING N4
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
****

Examination Officer HIGHER EDUCATION **Director-General**

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

QCTO Quality Council for Trades & Occupations

38164737V

SERIAL NUMBER H 10969670

H10906827

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N5

HUMAN RESOURCES MANAGEMENT

AWARDED TO

DUBAZANE CEBO MBUSO

IDENTITY NUMBER

9506066624088

WITH EFFECT FROM

2017-12-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

PERSONNEL MANAGEMENT N5
LABOUR RELATIONS N5
PERSONNEL TRAINING N5
COMPUTER PRACTICE N4
****

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VISPOL COMMANDER
2026 -04- 15
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VISPOL COMMANDER
2026 -04- 15
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Examination Officer

HIGHER EDUCATION

Director-General

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

QCTO Quality Council for Trades & Occupations

38304820A

SERIAL NUMBER H 10906827

H11179513

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N6

HUMAN RESOURCES MANAGEMENT

AWARDED TO

DUBAZANE CEBO MBUSO

IDENTITY NUMBER

9506066624088

WITH EFFECT FROM

2017-12-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

LABOUR RELATIONS N6
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5
PERSONNEL MANAGEMENT N6
PERSONNEL TRAINING N6

****

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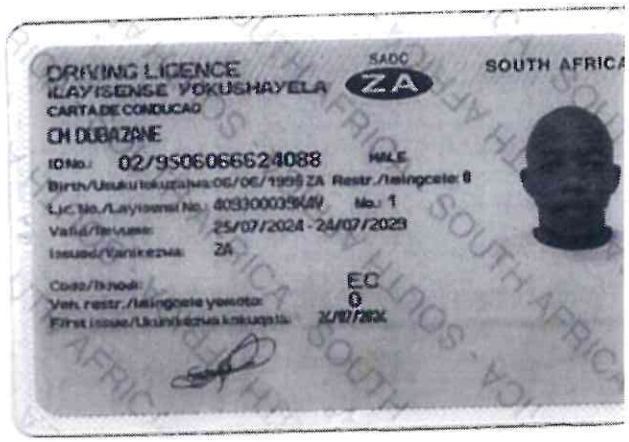
Examination Officer

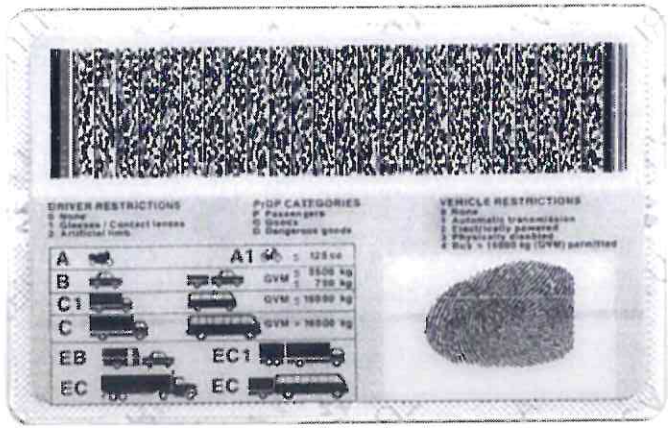
Director-General

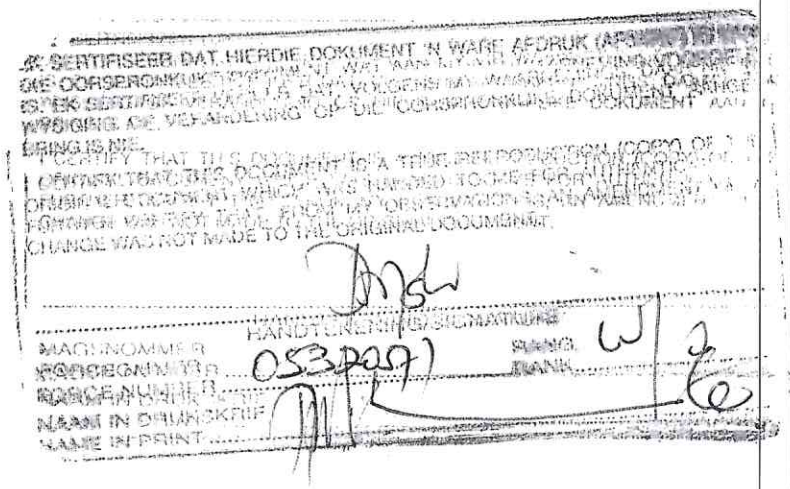
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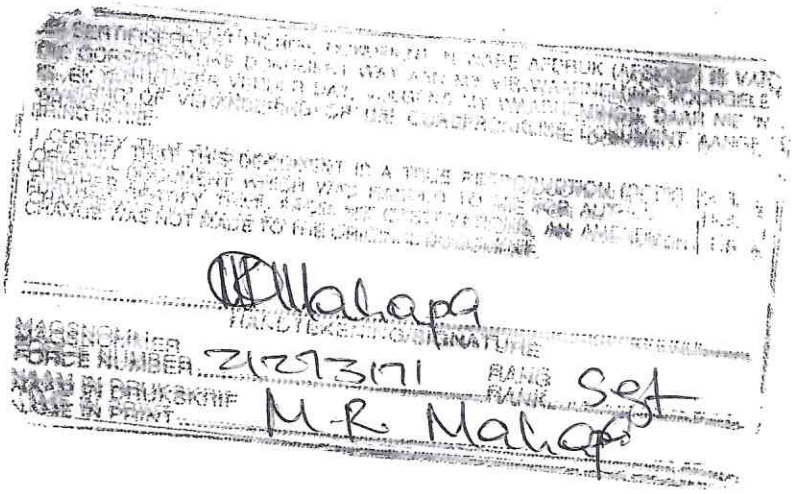

DRIVING LICENCE
iLAYISENSE YOKUSHAYELA
CARTA DE CONDUCAO
SADC
ZA
SOUTH AFRICA
CH DUBAZANE
ID No.: 02/9506066624088
MALE
Birth/Usuku lokuzalwa: 06/06/1995 ZA
Lic.No./Layisensi No.: 4033000359/01
No.: 1
Valid/Iyavuma: 25/07/2024 - 24/07/2029
Issued/Yanikezwa: ZA
Code/Ikhodi:
EC
0
First issue/Ukunikezwa kokuqala:


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

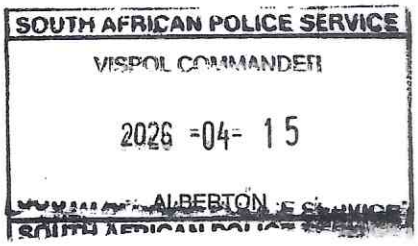

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NAME IN PRINT


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NOTICE OF PERSONAL PARTICULARS
1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.
NOTICE OF CHANGE OF ADDRESS
Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS
I.D. No. 950606 6624 088
S.A.CITIZEN
SURNAME
DUBAZANE
FORENAMES
CEBO MBUSO
COUNTRY OF BIRTH
SOUTH AFRICA
DATE OF BIRTH
1995-06-06
DATE ISSUED
2011-01-07
ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS


Mahapa
FORCE NUMBER 21273171
M.R. Mahapa


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