CURRICULUM VITAE

OF

MS MOKGADI RAMMUTLA

PERSONAL PARTICULARS

Title	: Miss
Surname	: Rammutla
Name	: Mokgadi
Postal address	: C/O Sabatha Dalindjebo and Kenneth Kaunda Streets 224 Emkhathini Section Tembisa 1632
Cell Phone number	: 063 104 3465 / 079150 2733
Date of birth	: 1988 September 07
Identity Number	880907 1287 086
Gender	: Female
Home language	: Sepedi
Other languages	: English IsiZulu Sesotho
Dependent	: One
Health	: Excellent
Marital Status	: Single
Drivers Licence:	: Code 10 without restrictions

EDUCATIONAL BACKGROUND

Institution	: Tembisa High School
Highest Grade Pass	: Grade 12
Subject	: Mathematics : Religious Education : Business Economics : Economics : English : African Language

EDUCATIONAL QUALIFICATIONS

Institution	**: IQ Academy**
Qualification	: Supply Chain Management : Unit 1 The supply chain : Unit 2 Customer centricity : Unit 3 Purchasing Transportation, : Warehousing and Inventory Management : Unit 4 Total Quality Management in Supply : Chain Management : Unit 5 Supply Chain Integration : Unit 6 Supply Chain strategies and future : Trend : Unit 7 Ethics in Supply chain Management
Year	: 2025

Institution	**: Ekurhuleni West College (EWC)**
Qualification	: Office Administration (Part-Studying)
Level & Subjects Completed	: (NQF Level 4) : New Venture Creation (Level 4) : Business Practice (Level 4) : Office Data Processing (Level 4) : Life Orientation (Level 4) : Office Practice (Level 4)
Part-time Studying	: (NQF Level 4) 2022 : English (Level 4) : Mathematical Literacy (Level 4)
Year	: 2022

WORK – EXPERIENCE

Name of Company	: Thumncu (Pty) Ltd
Position	: Cleaner (OR International Airport)
Duties	: Cleaning of the International Arrivals Area : Cleaning of the Domestic Arrivals : Cleaning of the ACSA Offices
Year	: October 2019 – To date (Present)
Reasons for Leaving	: Still Employed
Name of Company	**: Pick n Pay Online (Daymon)**
Position	: Quality Controller QC
Duties	: Checking all the Products are all In in Oder : Scanning the Barcode of the Products
Year	: February – September 2019
Reasons for Leaving	: Retrenchment
Name of Company	**: National Department of Public Works**
Position	: Administration Clerk : Human Capital Investment (HCI)
Duties	: Preparing Documents for meetings : Drafting Agendas : Preparing Registers : Handling files : Answering phone calls : Sending Emails : Scanning Documents : Typing reports : Booking Meetings
Year	June – July 2016
Reasons for Leaving	: Experiential Learning

Name of company	**: Ian Dickie and Company**
Position	: General Admin and Receptionist
Duties	: Opening Clients files : Handling files : Confirming Receipt of Payments from Clients (Using Pastel Accounting) : Answering telephone calls (Switchboard) : Faxing Invoices to the Head Office
Year	March – July 2013
Reasons for Leaving	: Experiential Learning

Name of company	**: Peer med Health Care Centre**
Position	: General Admin and Receptionist
Duties	: Opening Patients files : Handling files : Confirming membership benefits with Medical Aid : Answering telephone calls
Year	December 2010 – January 2011
Reasons for Leaving	: Experiential Learning

WORKSHOPS/ ENRICHMENT COURSES ATTENDED

Institution	: SM Training CETA Accreditation No: OR05318 SAQA Unit Standard: 12455/376981
Name of Workshop/Course	: Safety Health and Environmental Representative Level 3
Modules Completed	: 1. Framework of workplace health and safety legislation pertaining to health and safety representatives. 2. Legislative and general requirements to conducts safety, health and environmental representation activities at a working place.

3. Functions and responsibilities for safety, health and environment structures in the workplace.
4. Addressing safety, health and environment related issues within the Scope of authority.

Year Attended : 26 October 2022

Institution : ACSA Airport Company

Name of Workshop/Course : The Customer service behavioral training

For the Airport Community

Year Attended : 23 November 2022

Institution : Ekurhuleni Public Safety Department
In partnership with Spartan High School

Name of Workshop/Course : Basic First Aid
: CPR
: Basic Fire and Safety

Year Attended : 2006

INTEREST / HOBBIES

- Reading
- Swimming

SKILLS AND ABILITIES

- Advance Computer Literacy (Microsoft Office)
- Telephone antiquate
- Working with filing system
- General office Administration

REFERENCES

1. Miss Zanele Alphina Lukhele
   Contract Coordinator ACSA
   Tell (W): 011 921 6872
   Cell No: 084 828 7718
   Email: Zanele.lukhele@airports.co.za

2. Mr Mafika Thusi
   Director
   Thumncu (Pty) Ltd
   Tell (W): 011 655 7145
   Cell No: 086 216 7247
   E-mail: mafika.thusi@thumncu.co.za

3. Mrs Nomaswazi Marambana
   Deputy Director: Human Capital Investment (HCI)
   Department of Public Works Head Office (Pretoria)
   Tell: 012 406 1342
   Cell: 082 498 1132 / 083 648 3457
   E-mail: nomaswazimarabana@dpw.gov.za