CURRICULUM VITAE OF MR MOSEIWA ELTON RASELABE

POSTAL ADDRESS: 9963 DITHABA STREET
MIDRAND EXT 9
Cell phone number: 060 852 5519
Alternative cell no: 063 976 8033
EMAIL ADDRESS: ELTONPAPARAZI@GMAIL.COM

CAREER ATTRIBUTES

I am a diligent and ambitious cost accountant which I have studied at Tshwane University of technology. I am self-driven, motivated, optimistic, performance driven and willing to go an extra mile concerning my work. I am eager to learn new things that will be able to cultivate my abilities, skills and knowledge.

PERSONAL DETAILS

NAMES	: Moseiwa Elton
SURNAME	: Raselabe
DATE OF BIRTH	: 1993 08 22
HOME LANGUAGE	: Sepedi
NATIONALITY	: South Africa
ID NUMBER	: 930822 5980 083
HEALTH STATUS	: Good
DRIVING LICENCE	: Code 10
MARITAL STATUS	: Single
OTHER LANGUAGES	: English, Tswana, Venda and Isizulu

SECONDARY EDUCATION

HIGHEST GRADE PASSED	: Grade 12
SCHOOL	: Mathipa Makgato Secondary School
SUBJECTS	: Sepedi, English, Life orientation, Mathematical literacy, Business studies, Economics and Accounting
YEAR	: 2014

HIGHER INSTITUTION

SCHOOL	: Tshwane University of Technology
QUALIFICATION	: National Higher Certificate in Accountancy
YEAR	: 2017

OTHER QUALIFICATIONS	: National diploma in Cost and Management accounting
YEAR	: 2018
COURSE DURATION	: 3 Years

WORKING EXPERIENCE

NAME OF COMPANY	: Hope Diamond Transport (logistics)
POSITION	: Admin clerk
JOB DISCRIPTIONS & EXPERIENCE	: Writing & issuing of job cards. : work shop maintenance planning through software system for buses and small vehicle. : Computer literacy- MS office package. : Knowledge of sage pastel accounting. : Stores experience in receiving, issuing, dispatch and stock counting.
YEARS OF EXPERIENCE	: 4 years
REFERENCE	: Veronica van vuuren (Mentor)
CONTACTS	: 0793940436
COLLEAGUE	: Sematla thabo
CONTANCTS	: 0760584514
HUMAN RESOURSES	: Mashudu bebeda
CONTACTS	: 0721353249

CURRENT COMPANY	: UPS (UNITED PARCEL SERVICE)
POSITION	: Cash accountant & account receivables
JOB DISCRIPTION	: Capturing payments paid by clients : matching invoices with customer's remittance to clear Money paid by clients through companies system : Refunding money back to clients who have overpaid Their account and demanding their overpayment Amount : Matching the identified money paid by clients with the correct remittance from clients or payment on companies system to clear outstanding payments
REFERENCE	: Edward Landani (super visor)
CONTACTS	: 0848020032
YEARS OF EXPERIENCE	: 5 months

SKILLS AND COMPETENCIES

COMPUTER SKILLS

- Proficiency in word, excel
- Microsoft Office Package
- Sage pastel accounting

- Google Chrome and Internet explorer

OTHER SKILLS

- Good communication skills, both written and oral
- Team work abilities
- Ability to handle sensitive and confidential information
- The ability to work under pressure
- The ability to work with people in different levels
- Problem solving skills
- Writing skills
- Good listener

REFERENCES

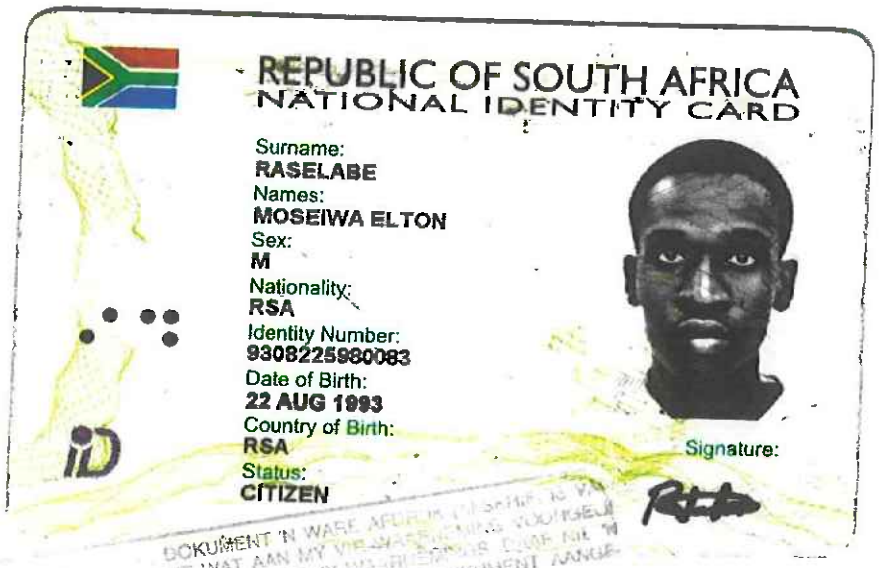
NAME	REALATIONSHIP	TEL. NO. (office hours)
T.M SEPHUMA	PRINCIPAL (High School)	082 805 6224
Mr ER LEGODI	HEAD OF DEPARTMENT (HOD)	012 382 0773
Mr K MASEKO	LECTURER	012 382 0765


DRIVING LICENCE
LAESENSE YA GO OTLELA
CARTA DE CONDUCAO
ME RASELABE
ID No. 02/9308225980083
MALE
Birth/Matsiwalo: 22/08/1993 ZA Restr./Kgao.: 0
Lic. No./No. Lae.: 4032000077NZ No.: 1
Valid/Sennete: 04/04/2024 - 03/04/2029
Issued/Thagisitswe: ZA
Code/Khoutu: C1
Ven. restr./Kgaoletso ya senamelwa: 0
First issue/Thagiso ya pele: 20/03/2019
SADC
ZA
SOUTH AFRICA


I CERTIFY
ORIGIN
FURTHE
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MAC
FORCE
NAAM IN DRUKSKRIF
NAME IN PRINT


SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -05- 31
TEMBISA
SOUTH AFRICAN POLICE SERVICE

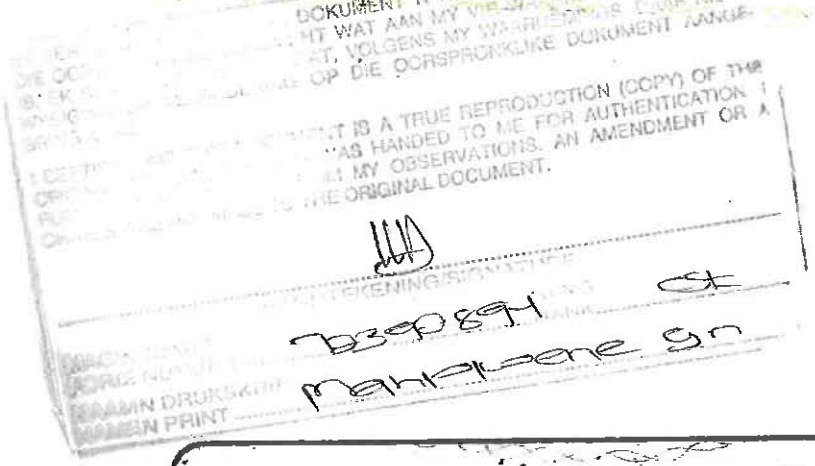

DRIVER RESTRICTIONS
0 None
1 Glasses / Contact lenses
2 Artificial limb
PrDP CATEGORIES
P Passengers
G Goods
D Dangerous goods
VEHICLE RESTRICTIONS
A
A1
≤ 125 cc
B
GVM ≤ 3500 kg
≤ 750 kg
C1
GVM ≤ 16000 kg
C
GVM > 16000 kg
EB
EC1
EC
EC



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
RASELABE
Names:
MOSEIWA ELTON
Sex:
M
Nationality:
RSA
Identity Number:
9308225980083
Date of Birth:
22 AUG 1993
Country of Birth:
RSA
Status:
CITIZEN

Signature:

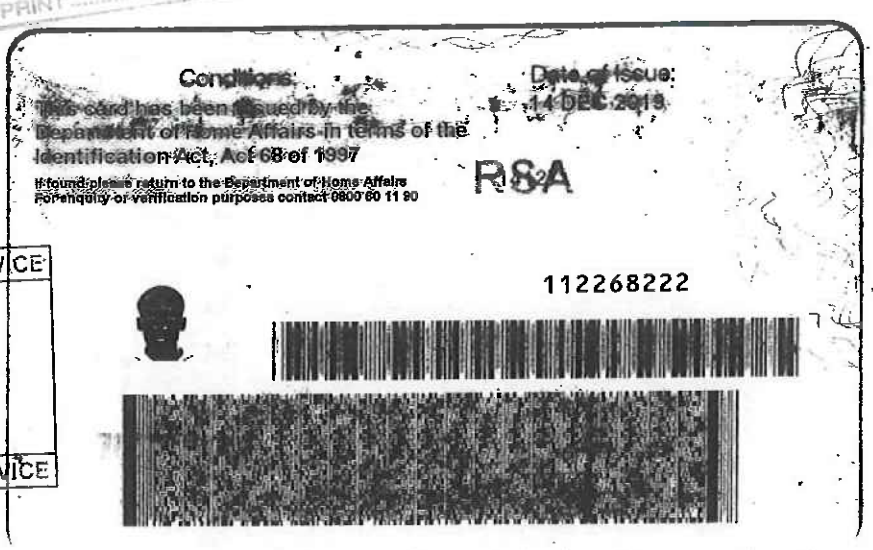


DOKUMENT 'N WARE AFDRUK/UITTREKSEL IS VIR
HT WAT AAN MY VERWYS/STUUR IS DIT NIE 'N
AT, VOLGENS MY WAARNEMINGS DUIDELIK
OP DIE OORSPRONKLIKE DOKUMENT AANGE-

IT IS A TRUE REPRODUCTION (COPY) OF THE
AS HANDED TO ME FOR AUTHENTICATION
MY OBSERVATIONS, AN AMENDMENT OR A
THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE
DATUM DRUKSKRIF
DATE PRINT

B390894
Mahlabane SN



Conditions:
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

Date of issue:
14 DEC 2019

RSA

112268222



SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -05- 31
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SOUTH AFRICAN POLICE SERVICE

REPUBLIC OF SOUTH AFRICA

Replacement National Senior Certificate

Issued to

SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -05- 31
TEMBISA
SOUTH AFRICAN POLICE SERVICE

MOSEIWA ELTON RASELABE

Identity number 9308225980083 *Exam number* 7142111240041

Subject	%	Achievement level
Sepedi Home Language	75	6
English First Additional Language	55	4
Mathematical Literacy	53	4
Life Orientation	54	4
Accounting	60	5
Business Studies	59	4
Economics	43	3
**********	***	*

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

250 2321 6134 C

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

5908284

(See reverse for more information)

Tshwane University of Technology

We empower people

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NATIONAL HIGHER CERTIFICATE

ACCOUNTANCY

I CERTIFY THAT THIS 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
FORCE NUMBER 2229897

Awarded to

MOSEIWA ELTON RASELABE

214755238

1993-08-22

Having complied with the Requirements of the Act and Statute

2017-12-15

HS8342

Vice-Chancellor and Principal
On behalf of Council and Senate

Registrar

Tshwane University of Technology, formerly known as Technikon North-West, Technikon Northern Gauteng or Technikon Pretoria.

Tshwane University of Technology
We empower people

15 Years
2004-2019

Certification Management Office
Enquiries phone: 012 382 4818/4742/4946

Student Number: **214755238**

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CLIENT SERVICE CENTRE
2026 -05- 31
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SOUTH AFRICAN POLICE SERVICE

21-Jan-2019

MR ME RASELABE
P O BOX 102
BABIRWA
0716

Dear MR RASELABE

TO WHOM IT MAY CONCERN

This is to confirm that **MOSEIWA ELTON RASELABE**, date of birth **22-AUG-1993**, has met all the prescribed requirements for the awarding of the **NATIONAL DIPLOMA: COST AND MANAGEMENT ACCOUNTING ,**
with the effect from **19-DEC-2018.**

You are cordially invited to attend the graduation ceremony in the **SOSH SOUTH: BUILDING 5** at the **Soshanguve (South) Campus** in **SOSHANGUVE**, on **12-APR-2019** at **10:00.**

Please note:

- Your account is in arrears, you will not receive a certificate during the graduation ceremony and your academic record will be blocked and no certificate verification will be done. Please phone Student Accounts at 086 110 2421 to get the outstanding amount.

  You may still receive your certificate during the ceremony if your account reflects as paid-up by **12 March 2019,** otherwise you may collect your certificate from the Certification Management Office, building 21-G13, Pretoria Campus, if your account is settled later than **12 March 2019.**

- You need to inform us if you will **not** be attending your graduation ceremony **before 12 March 2019**. Note that a fee of R357 will be payable if you are absent without informing us.

- **Maximum** number of guests: **(NO extra guest cards and NO tickets for sale)**
  - All other qualifications – **three (3)** guests per candidate
  - Magister Technologiae – **seven (7)** guests per candidate
  - Doctor Technologiae – **10** guests per candidate

Kind regards

for REGISTRAR

CERTIFICATION MANAGEMENT OFFICE
TSHWANE UNIVERSITY OF TECHNOLOGY
2019 -02- 08
PRIVATE BAG X680
PRETORIA, 0001