

CURRICULUM VITAE

NOKO RANDY MABUSELA

PERSONAL DETAILS

SURNAME	: MABUSELA
NAME	: NOKO RANDY
IDENTITY NUMBER	: 9701010638082
GENDER	: FEMALE
NATIONALITY	: SOUTH AFRICAN
HOME LANGUAGE	: SEPEDI
OTHER LANGUAGES	: ENGLISH & SESOTHO

CONTACT DETAILS

RESIDENTIAL ADDRESS	: 1621 WINNIE MANDELA ZONE 5 TEMBISA 1632
CONTACT NUMBER	: 0762111290/ 0684537754
EMAIL ADDRESS	: nokorandy97@gmail.com

EDUCATIONAL QUALIFICATION

LAST SCHOOL ATTENDED	: MEYERTON HIGH SCHOOL
HIGHEST GRADE PASSED	: GRADE 12 (MATRIC)
SUBJECTS PASSED	: SESOTHO ENGLISH LIFE OREINTATION LIFE SCIENCES GEOGRAPHY PHYSICAL SCIENCES
YEAR OBTAINED	: 2015

Randy Mabusela

+27762111290



Nokorandy97@gmail.com



noko randy



Driver's License



Looking to secure a position at an organization that challenges my skills and allows for further career growth. I believe in being organized, multi-tasking and time management skills.



Skills / Strengths

- Politeness
- Energetic
- Telephone etiquette
- General administrative skills
- Computer skills (excel, word, powerpoint and onenote)
- Communication skills
- Filing
- Time management skills



Experience

2023-07-01 –2024-06-30

R&D Admin Intern

CHRYSO SOUTHERN AFRICA (PTY)LTD

- Issuing out COA's, sending and replying emails, filing, answering telephone calls and logging on QC results on the system.



Education

Year of completion

Level of Education, Institution

City

- MANAGEMENT ASSISTANT N6
- EWC KEMPTON CAMPUS
- 2022



Training and Certifications

30 June 2024

YES4Youth Work Readiness Training

- R&D ADMIN INTERN



References

Name

Mpume Mlalazi

Company

CHRYSO SOUTHERN AFRICA (PTY)LTD Mpume.Mlalazi@chrysosa.co.za

Contact Details

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

1. 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 at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

100-443887-100

S.A.CITIZEN

SURNAME
MABUSELA

NOKO RANDY

COUNTRY OF BIRTH
SOUTH AFRICA

1997-01-01



DATE ISSUED
2013-09-17

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

SUID-AFRIKAanse
CLIENT SERVICE CENTRE
-05-18

2024-05-18

OLIFANTSFONTEIN
AN POLIC

[illegible]



REPUBLIC OF SOUTH AFRICA

National Senior Certificate



Awarded to

NOKO RANDY MABUSELA

Identity number 9701010638082

Exam number 8183317856088

Subject	%	Achievement level	Date
Sesotho Home Language	79	6	Nov 15
English First Additional Language	59	4	Nov 15
Life Orientation	56	4	Nov 15
Geography	43	3	Nov 15
Life Sciences	39	2	Nov 15
Physical Sciences	31	2	Nov 18

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to 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 2018

M. S. LAKOMETSI

Chief Executive Officer

192 1195 4642 N



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
0587647

(See reverse for more information)



DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N6

MANAGEMENT ASSISTANT

AWARDED TO

MABUSELA NOKO RANDY

IDENTITY NUMBER

9701010638082

WITH EFFECT FROM

2022-07-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

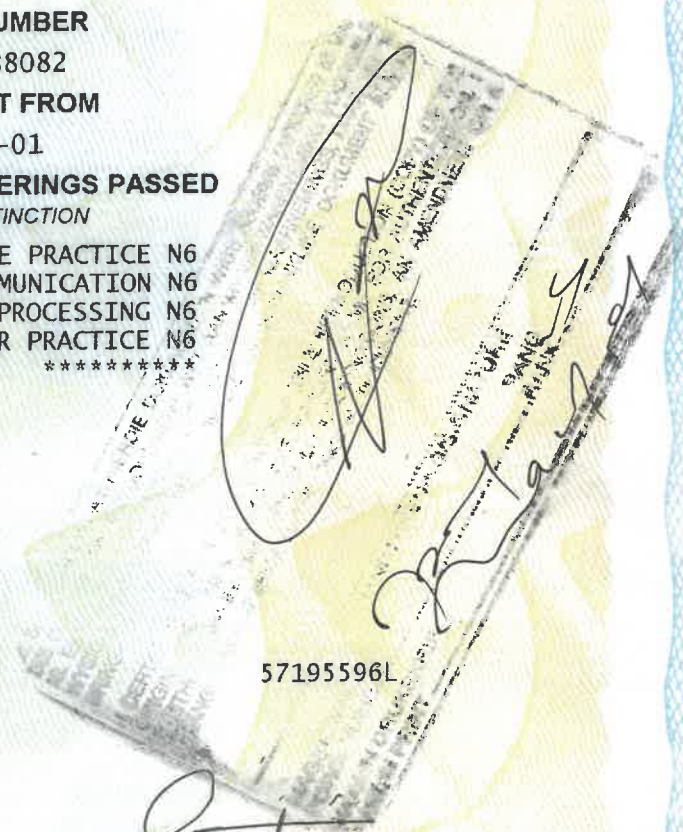
OFFICE PRACTICE N6

COMMUNICATION N6

INFORMATION PROCESSING N6

COMPUTER PRACTICE N6

SUID-AFRIKAANSE POLISIEDIENS
CLIENT SERVICE CENTRE
2024-05-18
OLIFANTSPONTEN
SOUTH AFRICAN POLICE SERVICE



57195596L

Examination Officer

Director-General

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



SERIAL NUMBER

H 11631663



This is to certify that

MABUSELA N R

ID: 9701010638082

has complied with all the academic requirements
to be awarded the

**NATIONAL N6 CERTIFICATE
BUSINESS STUDIES**

MANAGEMENT ASSISTANT

W N MUDAU
CAMPUS MANAGER

N P MUDAU
ACTING PRINCIPAL

Issued by: Kempton Campus

Date: 2023-04-21

"Empowering students"

Campuses: Alberton • Boksburg • Germiston • Kathorus • Kempton • Tembisa



YES
4YOUTH
.CO.ZA

Certificate of Completion

This is to certify that

Randy Mabusela

(ID: 9701010638082)

Has successfully completed the Youth Employment
Service quality work experience programme.



01 July 2024

Date

A handwritten signature in black ink, appearing to read 'Ravi Naidoo'.

Ravi Naidoo
Chief Executive Officer

YES is a business-led collaboration with government and labour.
Company Registration: 2017/267641/08 | www.yes4youth.co.za



YES Programme Sponsor: CHRYSO SOUTHERN AFRICA (PTY)LTD

01 June 2024

Youth Employment Service Reference Letter: Randy Mabusela (9701010638082)

To whom it may concern,

This letter serves as a confirmation that Randy Mabusela participated in the Youth Employment Service (YES) programme for a 12-month quality work experience.

Randy Mabusela commenced work on 01 July 2023 as a R&D Admin Intern. This YES programme was sponsored by CHRYSO SOUTHERN AFRICA (PTY)LTD.

The YES programme provides youth with practical work experience and skills development through our YES4Youth online learning platform specially developed to equip youth with work readiness and entrepreneurship skills.

Yours sincerely,
Youth Employment Service

Disclaimer: This is an automatically-generated document from Youth Employment Service based on data available for the YES Youth during their YES programme.

1621 WINNIE MANDELA ZONE 5
TEMBISA
1632

Dear Hiring Manager

APPLICATION FOR ADMINISTRATION

I am applying for the above position you have advertised.

I am applying for the above position to showcase my skills and experience and to attain more knowledge and experience for my qualification of Management Assistant.

I have worked as R&D Admin intern at Chryso for 1 year, I was doing general administration duties which are, issuing out COA's, filing, sending and replying emails, capturing QC results on the system and answering telephone calls.

Please find my resume attached for your further reference. I look forward to having the opportunity to discuss my application further and am available for an interview any time.

Thank you for your time and consideration of my application.

Kind Regards,

Randy Mabusela