

CURRICULUM VITAE

PERSONAL DETAILS

Surname : Mabala
First Names : Tebogo Sylvester
Identity Number : 8005045548089
Driver's License : C1 (code 10)
Residential Address : Stand No 08 Mabiloane Molejie
Postal Address : PO Box 263
Lonsdale
0710
Contact numbers : 0723654453 & 0794497378
e-mail Address : blessedmjsp@exclusivemail.co.za
Gender : Male
Marital Status : Single
Health Status : Excellent
Nationality : South African
Home Language : Sepedi
Other Languages : English, Afrikaans & Sepedi

EDUCATIONAL QUALIFICATION

Last School attended : Kedishi Secondary School
Highest std passed : Senior Certificate
Year obtained : 2000
Subject passed : Sepedi, English, Afrikaans, History, Biology
Geography & Agricultural Science

TERTIARY QUALIFICATION

Name of Institution : Capricorn FET College
Qualification obtained : **National N Diploma Human Resources Management**

Year obtained & Duration : 2010, 3 years

Subject passed : -Personnel Management N4-N6
 -Personnel Training N5-N6
 -Labour Relations N5-N6
 -Management Communication N4
 -Entrepreneurship & Business Management N4
 -Computer Practice Intro N4-N6

DEVELOPMENT PROGRAMMES

Name of Institution : NIIT (National Institute for Information Technology)

Qualification obtained : MS Office Computer Certificate

Programs done : MS Word, MS Powerpoint, MS Excel, MS Outlook, Internet & e-mail

Year obtained & duration : 2004, 3 Months

Name of Institution : UNISA

Qualification obtained : Short Course in managing employment process

Year obtained & duration : 2007, 3 Months

WORK EXPERIENCES

Current employer : South African Police Services (SAPS)

Component : War-Room LCRC (PROV JOC)

Position : Administration Clerk

Period : 01 March 2011 to date

Duties

- Retrieve Cases on CAS System & make follow-up by calling LCRC members to attend it
- Call LCRC members in Limpopo Province to forward results of cases they have attended.
- Make report with the results of cases received via email from LCRC in Limpopo Province.
- Receive Cases from Crime Intelligence with Crime Bundle and make follow-up on it.
- Compile Statistics with the results of cases received from all LCRC's Office in the Province.
- Present results of cases attended by LCRC members at the meeting.

Previous employer : Capricorn FET College Central Office
Position : Experiential Trainee (Human Resources)
Section : Human Resource Management
Period : 02 August 2010 to 29 October 2010 (3 Months)

Duties

- Receive & capture applications of employment.
- Serve as scribe during shortlisting and interview.
- Writing submissions after the final interviews has been held.
- Retrieve Personnel Files on request from HR staff.

Reason for leaving : experiential training end

Previous employer : Dept. Public Works (Head Office Polokwane)
Position : Human Resources Assistant (Casual Worker)
Section : Strategic Human Resource Management
Period : 01 October 2005 to 30 September 2006 & 04
June 2007 to 31 August 2007 = 1 year & 3
Months

Duties

- Scheduling applications for employment of the advertised posts.
- Writing submissions after the interviews has been held.
- Arrange interviews venues & refreshments for the panel members.
- Assist with recruitment pertaining to appointment and signing of employment contract.
- Draft employment advertisement to be placed at PSVC Public service vacancy circular.
- Open and close Files at Human Resources Records.
- Call shortlisted candidates for the interviews.

REFERENCES

Ms. Mokonyane MD : Dept. Public Works: HR Manager
Tel Numbers : (015) 284 7353 \ 078436830
Mr Mathipa : Supervisor: Capricorn FET Central Office

Tel Numbers : (015) 291 3118 ext 116
W/O Seopa : Shift Commander SAPS War-Room
Tel Numbers : (015) 285 7600 \ 0799818648