**Curriculum Vitae**

**Personal Details**

Full Names  **Maropeng Ashley**

Surname **Ramantjana**

ID Number  **9911045342085**

Residential Address **291 Surrey Avenue Randburg 2194**

Contact Details **+27 83 984 7503/ +27 60 661 6046**

Email **ashleymaropeng.r@gmail.com**

Gender **Male**

Nationality **South African**

Driver’s License  **Code 10 (C1)**

Marital Status **Single**

Health Status **Good**

**Educational Qualifications**

**High School**

Name of School  **Sekgosese High school of Sciences and Technology**

Highest Grade Passed **12**

Year Com **2017**

**Post-Matric Qualification**

January 2019 - November 2020 **Electrical Engineering (Heavy Current) N3**

Tshwane North Tvet College

January 2022 - November 2025 **Basic Digital Literacy**

Nemisa Digital Skills Platform (Online)

January 2022 - November 2025 **Bachelor of Education (BED) in Mathematics and Physical sciences**

University of South Africa, Pretoria

**Certificates and Awards**

November 2017 **National Senior Certificate (Umalusi) / High School Diploma**

May 2019 **N1 Certificate In Electrical Engineering (Heavy Current)**

April 2022 **Nemisa Digital skills certificate (Basic Digital Literacy)**

**Work Experience**

**November 2021-April 2022 Education Assistant (E-cadre)**

***Machepelele Secondary School***

* Provided ICT support to teachers and learners
* Assist School Administrators to capture learners ʼ information on the SA-SAMS/CEMIS platform
* Assist learners and teachers to access online learning resources such as videos and Open Education Resources (OERs)
* Creating interactive activities for learners and teachers

**January 2021-April 2021 School Assistant**

***Sekgosese High School***

* Keeping files and records of all the curriculum activities
* Helping teachers with lesson preparations
* Supporting teachers/ educators with the administrative workload
* Help prepare the relevant resources that are needed for teaching and learning. E.g. Resource materials, making copies and distributing worksheets

**March 2019-December 2020 Artisan Assistant (Electrical)**

**Thari ya Tswelopelo services**

* Executing plans of electrical wiring for well-functioning lighting, plugs, stoves and other electrical systems
* Installing electrical apparatus, fixtures and equipment for motor gates, solar panel grids and other systems
* Installing safety and distribution components
* Install safety and distribution components (e.g. switches, resistors, circuit-breaker panels etc.)
* Connect wiring in electrical circuits and networks ensuring compatibility of components
* Prepare and assemble conduits and connect wiring through them
* Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits, etc.

**Skills**

**Computer Literate (Microsoft Word, Excel, PowerPoint & Outlook)**

**Effective communication**

**Flexible and Adaptive**

**Complex Problem-solving**

**Administration and Organisation skill**

**Complex Mathematical Problems solving skill**

**Language Proficiency**

**Speak Read Write**

**English** Advanced Proficient Proficient

**Setswana** Advanced Intermediate Intermediate

**Sepedi** Proficient Proficient Proficient

**Summary**

I am a highly driven candidate, I seek challenging opportunities to enhance and improve the quality of my skills and to gain more knowledge from different sectors so that the organization that I work for grow and be more successful. Working in administration at a public school has made me aware of the potential I possess and I gained a lot from it. It gave me exposure to filling, printing, editing and typing English-related material such as letters, school organograms, etc. I am willing to work and study if needs be, for I would like to increase my knowledge and improve my mindset. I believe in teamwork and I am open to working independently if required.

**Interests**

**Learning New Hand Skills**

**Hiking and Cycling**

**Chess, Monopoly and other board games**

**References**

Machepelele **Mr Mathavha P [**SchoolTeacher**]**

Secondary School +27 83 489 5406

Machepelele **Mr Mohale N.A [**Principal**]**

Secondary School +27 83 695 9044

Sekgosese **Mr Moshoma T [**Principal**]**

High School +27 83 455 4664