



PERSONAL

Birthday : 09 Aug 1996
Gender : Male
Nationality : South Africa
Marital Status : Single
Health : Excellent
Criminal Offence : None
Driver's License : Learners Driver

LANGUAGES

Sepedi



English



IsiXhosa



CONTACT

Phone
072 442 0954

Email
keletso707@gmail.com

Home Address
P.O. Box 343, Matome Village,
Groothoek Hospital, 0628

Study Address
653 Govan Mbeki Ave, North
End, Port Elizabeth, Eastern
Cape, 6001

HOBBIES



Travel



Exercise



Music

KELETJO KLEINBOOI KEKANA

ADVANCE DIPLOMA IN TECHNICAL AND VOCATIONAL TEACHING

PROFILE

I am positive, reliable, and honest person. I am self-motivated because I believe to achieve everything by positive thinking/attitude. I have good communication skills with people at all levels. I am committed, energetic and willing to learn always. I will appreciate if I can be offered an opportunity so that I can show my interest and use my skills that I have on the position and help the organization to grow more to obtain its mission, objectives. I would also like to develop my-self in the process to be prepared for the work of the world.

EDUCATION

ADVANCE DIPLOMA IN TECHNICAL AND VOCATIONAL TEACHING

Nelson Mandela University | In Progress 2022 – Present

120 HOUR ADVANCED TEFL/TESOL CERTIFICATE

TEFL Universal | Completed in 2022

NATIONAL DIPLOMA IN PUBLIC MANAGEMENT

Nelson Mandela University | Completed in 2021

CERTIFICATE IN INFORMATION TECHNOLOGY COMPTIA A+

iCollege | Completed in 2016

END USER COMPUTER LEVEL 2 - 3

iCollege | Completed in 2015

NATIONAL SENIOR CERTIFICATE

Ngwanabahlalerwa Secondary School | Completed in 2014

EXPERIENCE

ACADEMIC MENTOR

Nelson Mandela University | Apr 2022 – Till to Date

I am currently working as an Academic Mentor at Oceanview Student Accommodation, where my duties encompassed of various tasks including but not limited to:

- Assist students to integrate themselves academically and socially as well as coping with the transition and demands of university life.
- Guide and facilitate a less experienced person to achieve growth and reach their potential.
- helping new students to learn from their experiences.
- To provide support, friendly and caring relationship that focuses on the needs of the mentees

SOFT SKILLS

Communication

Time Management

Emotion Intelligence

Flexibility / Adaptability

Interpersonal Skills

Conflict Management

Leadership Skills

Decision Making

HARD SKILLS

Microsoft Office Suite

Administration Skills

Risk Analysis

Customer Service

Database Operation

Presentation Skills

REFERENCES

Mr. I.T SHONHIWA

Residence Manager
Oceanview Student
Accommodation
Cell: +27 66 513 3330

Ms J MEYER

Junior Student Life Officer
Nelson Mandela University
Cell: +27 415044923

Mrs M.Y THOBEJANE

Principal
Ngwanabahlalerwa Secondary
School
Cell: +27 71 214 1619

EXPERIENCE CONTINUE

RESIDENT STUDENT ASSISTANT

Nelson Mandela University | Feb 2020 – Mar 2022

I previously work as an Ambassador & Resident Student Assistant at Oceanview Student Accommodation, where my duties encompassed of various tasks including but not limited to:

- Assisting Residence Manager with the applications and placements of students into residence at the beginning of the academic year or as required
- Monitoring of all safety and health issues including security as pertaining to the residence
- Implementing and monitoring of student Living and Learning intervention
- Day-to-day residence office administration
- Assisting the management of all emergencies (medical, death, fire, etc.).
- Monitoring and maintaining order and discipline within the residence
- Assisting the House Committee by supporting them with administrative back up
- Monitoring all residence infrastructure and report on all maintenance issues.

HOUSE COMMITTEE

Nelson Mandela University | Feb 2019 – Dec 2019

I previously worked as a House committee member at Rainbow House, where my duties encompassed of various tasks including but not limited to:

- Assists residents with transition to university and residence hall life.
- Enforces university and residence house rules and regulations.
- Assists in supervising residents and responding to complaints, reports, requests, and emergencies.
- Submits reports on infractions, violations, and safety issues.
- Promotes residence house events.
- Informs residents about relevant campus and local activities.
- Facilitates resolution of disagreements between residents.
- Attends and participates in staff meetings and training sessions.
- Organizes and directs regular floor meetings with residents.
- Supports residence hall team efforts by accomplishing related tasks as needed.

ADMINISTRATIVE CLERK

Ngwanabahlalerwa Secondary School | Jun 2016 – Feb 2018

I previously worked as an Administrative Clerk at Ngwanabahlalerwa Secondary School, where my duties encompassed of various tasks including but not limited to:

- Perform clerical tasks including typing documents, compiling, and filing records.
- Answering and making telephone calls.
- Scheduling appointments and completing general office tasks.
- Sorting mail and a variety of other tasks to keep the school running efficiently.



TEFL **Universal**

120 Hour Advanced TEFL/TESOL Certificate

Accredited Course Graduate

Keletjo Kleinbooï Kekana

The bearer of this certificate has completed a course focused on teaching English as a foreign language to non-native learners

Accredited by:



ACCREDITAT

Accreditation of TEFL/TESOL and Training
'Excellence via Competence'

Date of Award: 07/11/2022

Date of Issue: 07/11/2022

Certificate Number: 21752

FRASER STEELE

Education Director

✓ MIE: Personal Credential Verification Report

Ref No: 14932233



Request Details

Client	:	MIE: Prepaid Contract	Branch	:	Head Office
Agent	:	Angelique van Antwerpen	Date Captured	:	2022-09-23 10:50

Candidate

Surname	:	Kekana	Names	:	Keletjo Kleinbooi
SA ID	:	9608095422086	Birth Date	:	1996-08-09
Nationality	:	South Africa			

Risk Summary

✓ Criminal - Criminal by AFIS - Standard Search - South Africa

Inquiry

Criminal - Criminal by AFIS - Standard Search - South Africa

AFIS Input Values		Previous Convictions	:	No
Fingerprints taken at	:	Search Type	:	SACE
Gender	:	Country of birth	:	Rsa
Address Line 1	:			
Reason for Inquiry	:			
AFISwitch : 2022-09-24 11:50:38 (Reference: 2019752519)				
Negative - No Previous Convictions Identified				
Result is valid for 1 day.				

This PCV report contains information supplied directly from MIE's Information Verification Providers which MIE has no control and/or influence over. Neither MIE or its Information Verification Providers guarantee and/or warrant the accuracy or correctness of the data supplied in the PCV report. Should it transpire that the information contained in the validation is defective and/or incorrect, the responsibility to rectify and/or disprove the contents thereof shall not rest with MIE or its Information Verification Providers and shall at all times remain the responsibility of the individual being the subject matter of this PCV report. MIE and its Information Verification Providers shall not be liable for any actions, damages and/or harm suffered, due to decisions taken by the client as a result of their reliance on this PCV report. This information may only be used to verify credentials of an individual for employment purposes or in connection with other legitimate business needs, and which report may only be requested upon completion of consent from the individual being the subject of the report.

WARNING: Beware of forgeries. When in doubt, contact MIE. Always quote the MIE reference number when communicating with MIE.

NOTICE: The CANDIDATE must be informed of the contents of this PCV Report. This information may not be withheld.

IK WIL BEWEESEN DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN 'N OER-OF-REPRODUKIE DOKUMENT WAT AAN MY VIER WAARNEMING VOORGELEë W. EP LERIGHEED VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED 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: 81008126

NAAM IN DRUKSKRIF / NAME IN PRINT: RAKKUS

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
GEMEENSKAPSDIENS SENTIUM
2022-09-28
STATION COMMANDER
MOUNT ROAD
SOUTH AFRICA
26 SEP 2022
BRANCH: GOEBERHA
SOUTH AFRICA POLICE CLEARANCE / 022883

Risk Legend: ☒ Risk ☒ No risk ☒ Result pending ☒ Risk not determined



Surname:
KEKANA
Names:
KELETJO KLEINBOOI
Sex:
M
Nationality:
RSA
Identity Number:
9608095422086
Date of Birth:
09 AUG 1996
Country of Birth:
RSA
Status:
CITIZEN



Signature _____

[illegible]

IK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELê IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIJING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE- BRING IS NIE.

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HANDTEKENING/SIGNATURE

MAGSNOMMER 7221 3213 RANG CST
FORCE NUMBER RANK
NAAM IN DRUKSKRIF M-HA WJBF
NAME IN PRINT

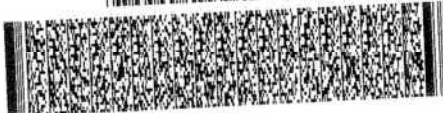
Date of Issue

08 DEC 2021

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

116253896



SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
PRETORIA

2022-03-20

NELSON MANDELA UNIVERSITY



This is to certify that, all the requirements
having been met, the three-year

Diploma in Public Management

with all the associated rights and privileges,
was awarded to

Keletjo Kleinbooi Kekana

ID no.: 9608095422086

at a congregation of the Nelson Mandela University on

25 April 2022

Certificate no.: 20220328

ECERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN
DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE
IS. EK CERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N
WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
BRING IS NIE.

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FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A
CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

[Signature]
HANDTEKENING/SIGNATURE

MAGSNOMMER 70360707 RANG Sst
FORCE NUMBER RANK
NAAM IN DRUKSKRIF 127 Coluak
NAME IN PRINT

[Signature]


Vice-Chancellor

[Signature]

Registrar



00033947



iCOLLEGE

Affordable Quality Education

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
GEMEENSKAPSDIENS SENTRUM

2022-03-20

Certificate of Completion

This is to certify that

KELETJO KLEINBOOI KEKANA
has shown competency in the

INFORMATION TECHNOLOGY COURSE A+

covering the following learning aspects:

Explain the principles of computer networks	5 cr	Install networked computer application software	5 cr
Describe the types of computer systems and associated hardware configurations	6 cr	Demonstrate an understanding of computer network communication	9 cr
Demonstrate an understanding of local area computer networks, by installing a network workstation	5 cr	Apply the principles of supporting users of local area networks	7 cr
Demonstrate an understanding of Wide Area Computer Networks (WAN's), comparing them with Local Area Networks (LAN's)	5 cr	Install a local area network	10 cr
Install and commission a local area computer network	9 cr	Describe computer cabling	4 cr
Monitor and maintain a multi-user networked operating system	6 cr	Repair a personal computer or hand-held computer to module level	12 cr
Demonstrate an understanding of the concepts of Multi-User computer Operating systems	7 cr	Demonstrate an understanding of hardware components for personal computers or handheld computers	7 cr
Administer a local area computer network	5 cr	Repair peripherals for a personal or handheld computer to module level	9 cr

ID Number: 960809 5422 086

Reference Number
2016/11/10/PB3731

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HANDTEKENING/SIGNATURE

MAGISTRAT/PROSECUTOR
FORCE NUMBER: 7217442-1

NAAM IN DRIUKSKRIF
NAME IN PRINT: CG HICGIN

EXCELLENCE
IN
LEARNING


Registrar


Divisional Director

10 NOVEMBER 2016

Date issued



iCOLLEGE

Affordable Quality Education

Certificate of Completion

This is to certify that

KELETJO KLEINBOOI KEKANA

has shown competency in the

END USER COMPUTING COURSE

covering the following learning aspects

Describe the concepts of ICT and the use of its components in a healthy and safe manner
Describe the application and effects of Information and Communication Technology (ICT) on society
Operate a personal computer system
Use generic functions in a Graphical User Interface (GUI) environment
Managing files in a Graphical User Interface (GUI) environment
Develop and use keyboard skills to enter text
Install Personal Computer (PC) peripheral device in a GUI environment

Use GUI based word processor to create and edit documents
Use a GUI based word processor to format document
Use a GUI based word processor to enhance a document through the use of tables and columns

Use a GUI based spreadsheets application to create and edit spreadsheet
Use GUI based spreadsheet to solve a given problem
Use GUI based presentation application to enhance presentation appearance
Use GUI based presentation application to create and edit slide presentation
Use GUI based database application to work with simple database s
Use GUI based database application to solve a problem

Use electronic mail to send and receive messages
Enhance, edit and organize electronic messages using a GUI based messaging application
Use a GUI based word processor to create merged documents

IK BEVESTIGER DAT HET OORSPRONKELIKE DOKUMENT 'N WAARNEEMING (AFSKRIF) IS VAN DIE OORSPRONKELIKE DOKUMENT. WAT WYSONDERS VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGE-
BRING IS NIE.
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FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A
CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

7217442-1
CS HICGINS

NQF LEVEL 2-3

Credits: 76

ID Number: 960809 5422 086

Reference Number
2016/11/10/PB3730

Registrar

Divisional Director

10 NOVEMBER 2016

Date issued





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

KELETJO KLEINBOOI KEKANA

Identity number 9608095422086



Subject

Sepedi Home Language
English First Additional Language
Mathematics
Life Orientation
Geography
Life Sciences
Physical Sciences

%
57
53
37
63
49
57
39

Achievement

level
4
4
2
5
3
4
2
*

IDENTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

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This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

NAAM MOEDER 7L213213 RANG C81
POORDE NUMMER
NAAM IN DRUKSKRIF M HX N82
NAME IN PRINT

With effect from December 2014

M. S. LAKOMETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind.

150 2737 5277 N



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa