

Masenyani Jan Maluleke

33 Spekhout Avenue
Heuweloord
Centurion
0157

083 451 8872 / 076 422 7853

masenyanijm@gmail.com

PERSONAL PROFILE

I am an enthusiastic, self-motivated, and hardworking person, who possess a high level of integrity, I am a quick learner, eager to take on new challenges. My studies have taught me to cope well with pressure as well as how to engage in action-oriented behaviour and my commitment is evident in the results that I produce.

CAREER OBJECTIVE

I am a qualified teacher with an H.E.D (Higher Educational Diploma) and B.A Degree who like to work on the Environment that is supportive and challenging, and which encourages individual initiatives. I am highly motivated to accept responsibility and gain exposure to a climate of continuous learning as I believe that it is of crucial importance to engage in further self-development.

SKILLS

- Good communication, interpersonal and presentation skills
- Ability to work as a team, as an individual as well as under pressure
- Good computer skills (Ms Word, Excel, Power point, outlook)
- Driver's license code 10 C1 with PDP (Professional Drivers Permit)

I have a soft skill (Life skills)

- Such as work ethics; {looking, speaking, and dressing appropriately, coming to work on time, being interested and enthusiastic about one's work, being productive, hard-working, finishing tasks on time, respect for oneself and others, honest and integrity), good interpersonal skills, conflict management,

decision-making, emotional intelligence {dealing with my emotions in a mature way), and teamwork skills.

EDUCATION

Malenga High School

Year Matriculated with exemption - 1992.

Afrikaans, English, Xitsonga, Biblical Studies, Biology, Geography and Agricultural Science.

University of Limpopo — Bachelor Of Arts (BA Degree) 1996 Geography, Kinesiology, English, and Anthropology.

Diploma (Higher Educational Diploma) **H.E.D.** 1997

Methods of English, Classroom Communication English, Method of Kinesiology, Psychology of Education and Didactics, Philosophy and History of Education, School Administration and Comparative of Education, Sports Training and Teaching Practice.

University Of Johannesburg

2008 – 2010 **Transport Management Diploma**

SAA Academy of Learning

2012 – 2013

Certificate in Supervisory development program (The human resource Practice)

Team Solutions Skills Development

2013

Computer Program

Computer Literacy (Microsoft word, Microsoft excel, PowerPoint, Outlook, explore, etc.)

TEFL Professional Development Institute

TEFL Certificate (Teaching English as a Foreign Language)
Completed 7 March 2023

EXPERIENCE

[01 February 2022 – 15 December 2022] [Teacher] [Pretoria Institute of Learning]

- Grade 5 – 7
- Subjects – English, Social Science and Life Skills
- Helping with extra mural activities (e.g., Soccer, Athletics, Volleyball, and Swimming)

[01 September 2013- Till 18 October 2021] [Supervisor Administrator] [South African Airways Technical] [Technical Library]

- [Supervise and coordinate the tasks and activities of the MIPs within Technical Information library].
- [Download AD's and SB, register them in AMOS system and distribute to the relevant engineering sections]
- [Supervise the subordinates in Technical Library]
- [Supervising the issuing and receiving of library material]
- Liaise with all SAA Technical department for regulatory information's.
- Make sure that all info needed is available and ready to be used.
- Receive, sign, and prepare timecards for payroll.
- Make sure that all subordinates are well behave and adhere to the company rules.

[01 July 2006 to 31 August 2013] [FLIGHT DOCUMENTATION CO ORDINATOR] [South African Airways]

- [ensure updated & correct operational documentation is On-board SAA aircraft]
- [ensure the onboard computers are operational & up to date.]
- [answering queries from flight crew regarding flight deck documentation]
- Responsible for quality control of documentation
- Liaise with SAA Operations & other SAA department, to meet operational requirements.
- Develop & maintain good relations with flight crew & dispatchers.
- Support & co-ordinate abnormal/non-standard operations.
- Able to compile & write reports to an acceptable standard.
- Administration function, order stationery. Printing requirement Attendance register/

leave / sick leave.

- Vehicle maintenance/ petrol.
- Controlling weekly airfreight shipments. Ordering additional route charts and binders
Co-ordinate invoices for payment.
- Correspondence regarding changes for specific airports and routes Ensure Quality control is carried on all flight deck documentation on all flight deck documentation and optimal. Uses of the Jeppesen charts are maintained. Provide quarterly reports to the fleet captains on flight crews that default regarding collecting revisions for the operations manual.
- The documentation section is on a 24--hour stand-by basis to ensure that all problems are dealt with, and the delays are kept to a minimum.

[01 May- 30 June 2006] [Customer Service Agent] South African Airways

- [Check in passengers and baggage]
- [Meet and board flights]
- [Assist unaccompanied minors, elders, and disabled passengers]
- [monitoring processes and systems to ensure on-time flight departures]

[01 Sep 2001- 30 Apr 2006] [Financial Officer] South African Airways]

Tracking, tracing, and recovering money owned to SAA.

- filing documents
- Record keeping.
- Messenger (Driving around Gauteng province collecting cheques for the company)
- Driving company's executives to the meetings.
- Doing all administrative work

[01 July 1999 - 30 November 2000] [Facilitator at Quantum life College]

Doing ABET training at Eskom in Lethabo power station and Dalisville power station in Bloemfontein.

[01 February 1998 - 30 June 1999] [Teacher at Jeppe College]

Teaching Geography grade 10 to 12.
Teaching English grade 10 and 11

References

Reference 1: Mr Thokozani Myeni


Team Leader Technical Info South
African Airways Technical
{011) 978 5676,
061 738 3764
Thokozanimyeni@flysaa.com

Reference 2: Miss L Nkuba

HRBP
South African Airways Technical
(011) 978 1640
083 285 3807
loveynkuba@flysaa.com.


Reference 3: Mr Henry Hlathswayo

Director – Pretoria Institute of Learning
012 323 5927
082 853 0905
pretoriaintitute@gmail.com



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MALULEKE
 Names:
MASENYANI JAN
 Sex:
M
 Nationality:
RSA
 Identity Number:
6903175727039
 Date of Birth:
17 MAR 1969
 Country of Birth:
RSA
 Status:
CITIZEN



Signature: *[Signature]*

Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
 Date of Issue: 09 MAR 2015
 If found please return to the Department of Home Affairs
 For enquiry or verification purposes contact 0800 90 11 90

SOUTH AFRICAN POLICE SERVICE

MATSEKA

2023 -02- 13

WIERDABRUG SAPS

MAPHODISA A AFRIKA BORWA



EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKELIKE DOKUMENT WAT AAN MY VIR VERAFINEMING VOORGELEë IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMING DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGEBRING 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 ALL EXAMINATIONS AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

MAGSNOEMME: 04679999

FORCE NUMBER: TS

NAAM IN DRUKSKRIEF: Capt

NAME IN PRINT: [Signature]

DRIVING LICENCE
 SOUTH AFRICA
 8400
ZA
 SOUTH AFRICA

CARTÃO DE CONDUÇÃO
HJ MALIJEKE


ID No: 02/6903175727089
 BIRTH: 17/03/1989
 Gender: MALE
 Restriction: 0

Licence Number: 289500000C2P
 No: 1

Valid: 21/12/2022 - 20/12/2027
 Issued: 21/12/2022

Code: C1
 Vehicle restriction: 0
 First issue: 18/11/1998

Prof. driving permit: G.P.
 Expiry date: 19/12/2024



I certify that this document is a true copy of the original which was examined by me and that, from my observations, that the original has not been altered in any manner.

[Signature]

Helen Madijane
 Commissioner of Oaths
 Postlink Celtis Ridge
 Reference Number: 10/11/2015
 See back of card, Celtis Ridge


14 FEB 2021
 Celtis Ridge

Date

DRIVER RESTRICTIONS
 1. None
 2. Automatic transmission
 3. No right hand drive

VEHICLE CATEGORIES
 A. Car
 B. Light truck
 C. Heavy truck
 EB. Light truck
 EC. Heavy truck

VEHICLE RESTRICTIONS
 1. None
 2. Automatic transmission
 3. Electrically powered
 4. Physically disabled
 5. G.V.M. - 18000 kg or more permitted



South African
Certification Council



Suid-Afrikaanse
Sertifiseringsraad

SENIOR CERTIFICATE SENIOR SERTIFIKAAT

Awarded to / Toegeken aan

MASENYANI JAN MALULEKE

Identity number

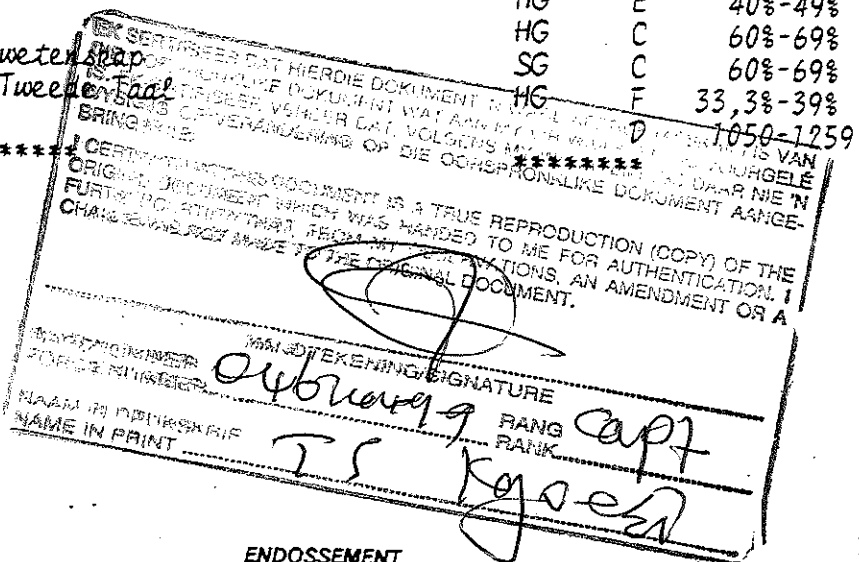
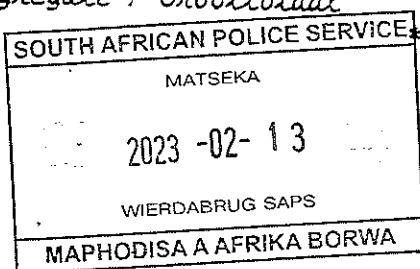
6903175727089

Identiteitsnommer

Subjects passed / Vakke geslaag

Tsonga : First Language / Eerste Taal
English : Second Language / Engels : Tweede Taal
Biology / Biologie
Geography / Aardrykskunde
Biblical Studies / Bybelkunde
Agricultural Science / Landbouwetenskap
Afrikaans : Second Language / Tweede Taal
Aggregate / Groototaal

HG	C	60%-69%
HG	D	50%-59%
HG	D	50%-59%
HG	E	40%-49%
HG	C	60%-69%
SG	C	60%-69%
HG	F	33,3%-39%



ENDORSEMENT

This candidate has complied with the minimum statutory requirements for admission to bachelor degree studies at a university in the Republic of South Africa.

ENDOSSEMENT

Hierdie kandidaat het voldoen aan die minimum statutêre vereistes vir toelating tot baccalaureusgraadstudie aan 'n universiteit in die Republiek van Suid-Afrika.

With effect from

DECEMBER/DESEMBER 1992

Met ingang van

Executive Officer

J. Balitz

Uitvoerende Beampte

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

Hierdie sertifikaat word uitgereik sonder verandering of uitwissing van enige aard.



930 8199 7499 F

47527

RVCE

RWA

IK SERTIFIEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE IS. IK SERTIFIEER VERDER DAT, VOLGENS MY WAARNEMINGS DAAR NIE 'N VERVALSGOED OF VERVALSBING OP DIE OORSPRONKLIKE DOKUMENT SANGEL.

THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, ACCORDING TO MY OBSERVATIONS, THERE HAS NOT MADE TO THE ORIGINAL DOCUMENT.

MAK-NOMMER
FOLDE NUMBER
NAAM IN DEUKSKRIF
NAME IN PRINT

Handwritten signature: *Outbwa 9-9*

Handwritten signature: *TS*

Handwritten signature: *capt*

Handwritten signature: *kg*

Handwritten signature: *20*



TEFL
PROFESSIONAL
DEVELOPMENT
INSTITUTE

Memorandum of Completion

120-Hour Teach English as a Foreign Language (TEFL) Certificate Course

This Memorandum of Completion serves to confirm that the person stated below has completed our 120-Hour TEFL Certification Course with The **TEFL Professional Development Institute** and now qualifies to obtain a 120-Hour TEFL Certificate.

The 120-Hour TEFL Certification Course was successfully completed by:

Masenyani Jan Maluleke on 07 March 2023

Student Number: **TEFL 035573**

The course prepares teachers to Teach English as a Foreign Language (TEFL). The course is 120-Hours in length and covers a range of theoretical and practical skills needed to teach in the modern TEFL classroom and online. The 120-Hour TEFL Certification Course was successfully completed with all units completed with the grade of **High Distinction**. Core 120-Hour TEFL units completed:

120-Hour TEFL Course - Core Units completed

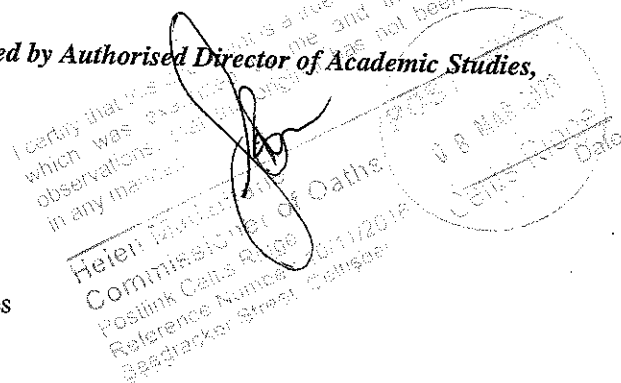
- | | |
|--|---|
| •01 Classroom Management | •10 Young Learners |
| •02 Learning Strategies | •11 Adult Learners |
| •03 Teaching Methods | •12 Teaching Auditory Language Skills
— Speaking & Listening |
| •04 Lesson Planning | •13 Teaching Literacy Skills
— Reading & Writing |
| •05 English Grammar | •14 Learner Feedback & Development |
| •06 Contemporary Issues In
English Language | •15 Teaching Abroad |
| •07 Teaching Grammar | •16 Pre-Exam Summary |
| •08 Teaching Vocabulary | •17 Final Exam Questions |
| •09 Teaching Pronunciation | |

This Memorandum of Completion serves to confirm that the 120-Hour TEFL Course has been successfully completed and the above is now able to obtain the Digital and/or Hard-Copy 120-Hour TEFL Certificate.

Memorandum of Completion issued by Authorised Director of Academic Studies,

Michael Christian
Director - Academic Studies
TEFL PDI

Email: admin@theteflcertificate.com



This Memorandum of Completion does not replace a 120-hour TEFL Certificate, and as such should not be used for completing formal applications, permit processing or in lieu of the 120-hour TEFL Certificate.



Aug

University of the North

DIPLOMA

This is to certify that the

Higher Education Diploma

SOUTH AFRICAN POLICE SERVICE
MATSEKA
2023 -02- 13
WIERDABRUG SAPS
MAPHODISA A AFRIKA BORWA

has been awarded to

MASENYANI JAN MALULEKE

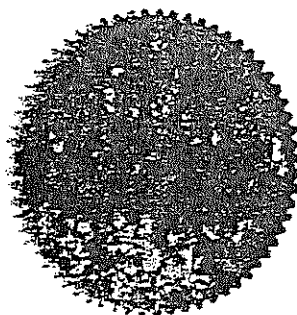
9343359

in compliance with the prescribed requirements

[Handwritten signature]

VICE-CHANCELLOR

DATE: 3 April 1998



DEAN OF FACULTY

REGISTRAR

344 5552



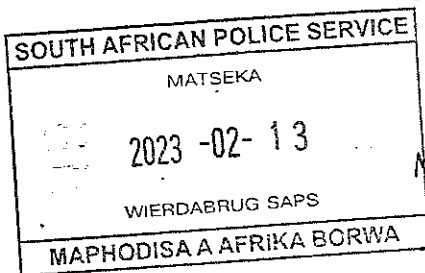
UNIVERSITY OF THE NORTH

WE,

THE VICE-CHANCELLOR AND SENATE,
THE DEAN OF THE FACULTY,
AND THE REGISTRAR,

HEREBY CERTIFY THAT

AT A CONGREGATION OF THE UNIVERSITY
HELD ON THIS DAY



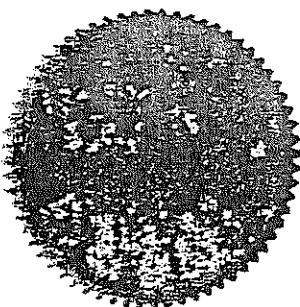
MASENYANI JAN MALULEKE

9343359

WAS ADMITTED TO THE DEGREE OF

Bachelor of Arts

Vice-Chancellor
on behalf of the Senate



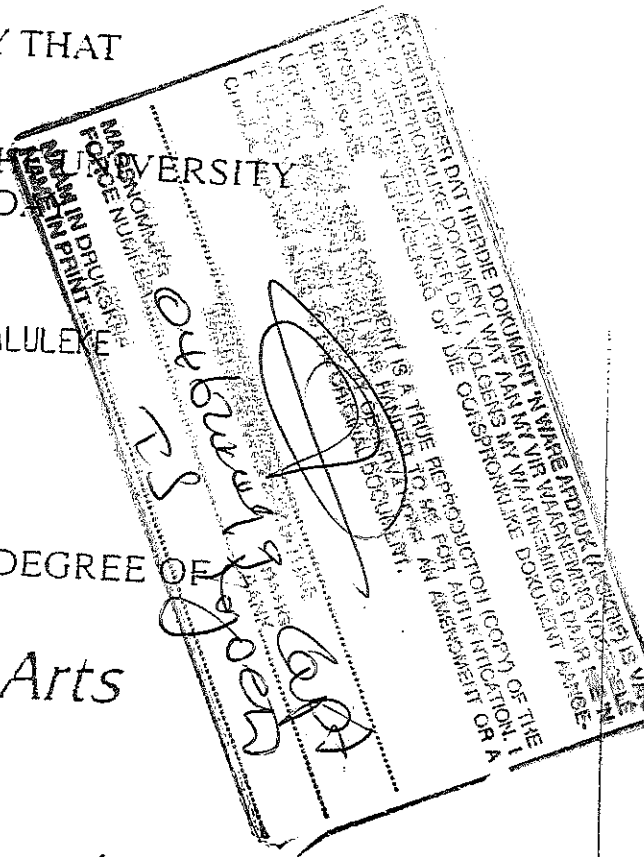
Dean
on behalf of the Faculty of
Arts

Registrar

FLOOR

17 April 1997

2942





University of Limpopo

Private Bag X1106
SOVENGA
0727

Tel: (015) 268 2123/30
Email:
studentrecords@ul.ac.za

Transcript of Academic Record

Student Name: MALULEKE MASENYANI JAN
Date of Birth: 17-MAR-1969

Student Number: 9343359
Identity Number: 6903175727089

Finalized Results:

Year	Qualification	National Level	Subject/Module	Score	Remarks
1993	BA	7	AFRI100	50	FAIL: NO EXAM ADMISSION
		7	ENGL100	47	PASS
		7	GEOG100	47	FAIL: SUPPL GRANTED-ALL PAPERS
		7	GEOG100	47	FAIL RE-EXAM
1994	BA	7	KINE100	47	PASS
		7	ANTH100	47	FAIL: SUPPL GRANTED-ALL PAPERS
		7	ANTH100	50	PASS RE-EXAM
		7	ENGL200	46	FAIL: SUPPL GRANTED-ALL PAPERS
		7	ENGL200	46	FAIL RE-EXAM
		7	GEOG100	56	PASS
		7	PSYC100	53	FAIL: NO EXAM ADMISSION
1995	BA	7	ANTH200	44	PASS
		7	ENGL200	44	FAIL: SUPPL GRANTED-ALL PAPERS
		7	GEOG200	44	FAIL RE-EXAM
		7	KINE200	49	FAIL: SUPPL GRANTED-ALL PAPERS
1996	BA	7	KINE200	50	PASS RE-EXAM
		7	ANTH300	53	PASS
		7	ENGL300	51	PASS
		7	KINE300	40	FAIL: SUPPL GRANTED-ALL PAPERS
		7	KINE300	53	PASS RE-EXAM
1997	HED	8	CCEN400	53	PASS
		8	MENG400	54	PASS RE-EXAM
		8	MENG400	54	FAIL: SUPPL GRANTED-ALL PAPERS
		8	MKIN400	48	PASS
		8	PEDD400	48	PASS RE-EXAM
		8	PEDD400	48	FAIL: SUPPL GRANTED-ALL PAPERS
		8	PHED400	50	PASS
		8	SACE400	56	PASS
		8	SPTR400	68	PASS
		8	TPRA400	57	PASS

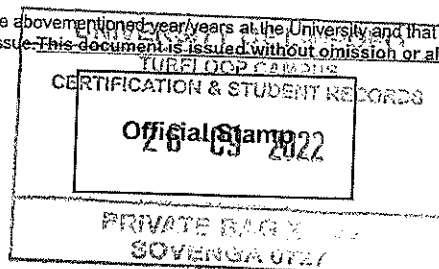
The above mentioned student formally satisfied all the requirements for the **BACHELOR OF ARTS** as at and was officially awarded/conferred to him/her on **17-APR-1997**.

The above mentioned student formally satisfied all the requirements for the **HIGHER EDUCATION DIPLOMA** as at and was officially awarded/conferred to him/her on **03-APR-1998**.

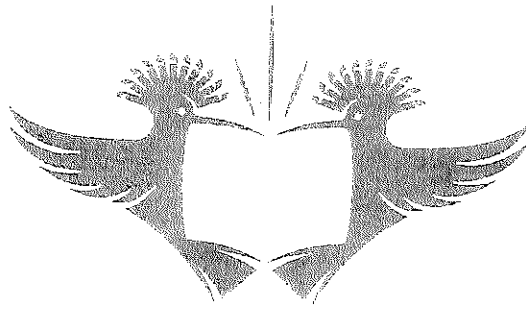
CERTIFICATE OF CONDUCT

It is hereby certified that the student is/was registered for the above mentioned year/years at the University and that his/her conduct is/was satisfactory. In respect of students who are enrolled, this declaration is valid as at the date of issue. This document is issued without omission or alteration in any form.

University Registrar



September 26, 2022



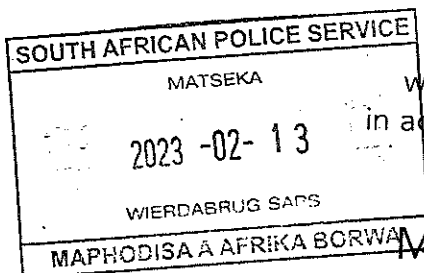
UNIVERSITY
OF
JOHANNESBURG

The Council and the Senate of the
UNIVERSITY OF JOHANNESBURG
hereby certify that the

EXTRACURRICULAR DIPLOMA

with field of study

Transportation Management
(NQF level 5) (Duration: three years)



with all its associated rights and privileges
in accordance with the Statute of the University
has been awarded to

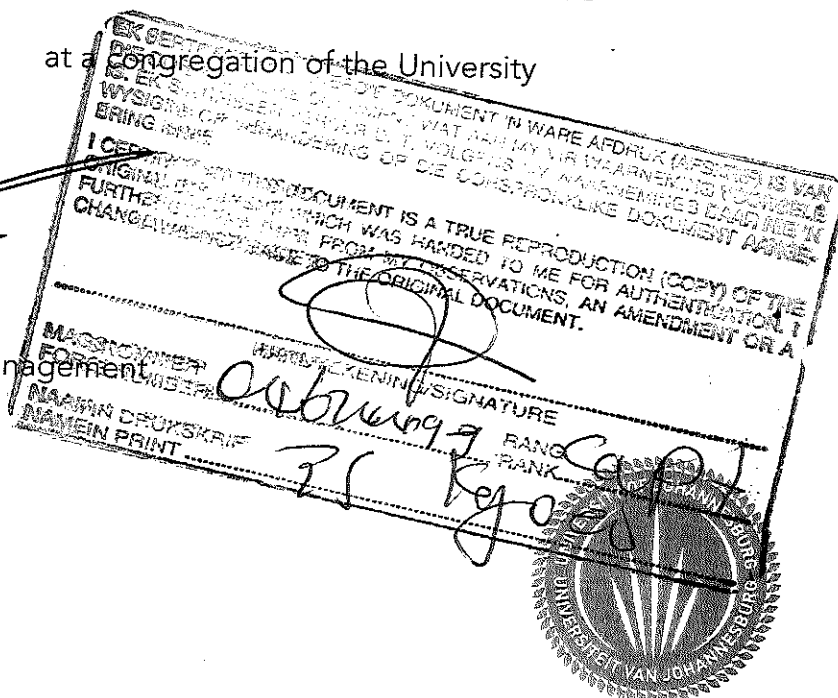
MASENYANI JAN MALULEKE

at a Congregation of the University

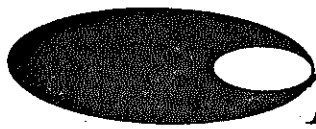
Executive Dean: Management

Registrar

21 MAY 2009
Johannesburg
ID 690317527089



161813



TEAM SOLUTIONS SKILLS DEVELOPMENT

CK 97/68032/23

This is to certify that

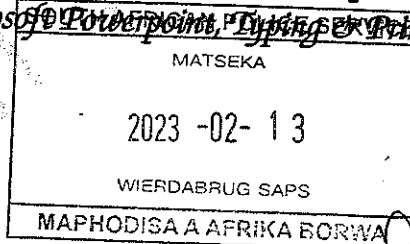
MASENYANI JAN MALULEKE (ID NO: 690317 5727 089)

has successfully completed

a Computer Course

on the 29th of March 2013

He has acquired the following: Introduction to computer, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Typing & Printing Documents.



Chief Executive Officer

Training Manager

