

CURRICULUM VITAE
OF
NTHABISENG NOKO RAMOLOBENG

PERSONAL DETAILS

SURNAME	: Ramolobeng
NAMES	: Nthabiseng Noko
IDENTITY NUMBER	: 9903240168084
GENDER	: Female
MARITAL STATUS	: Single
NATIONALITY	: South African
RACE	: Black
HOME LANGUAGE	: Sepedi
OTHER LANGUAGE	: English & IsiZulu
CRIMINAL RECORD	: None
DRIVER'S LICENCE	: Code 10

CONTACT DETAILS

CONTACT NUMBER	: 0712423350/0722843720
RESIDENTIAL ADDRESS	: 86 Legadima Street Ext 8, Mahube Valley Mamelodi East 0122

EMAIL ADDRESS	: ramolobengnthabi@gmail.com
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EDUCATION

1. LAST SCHOOL ATTENDED	: Phuti Seopa Secondary School
HIGHER GRADE PASSED	: Grade 12
YEAR	: 2016

CERTIFICATE

Course.	: Occupational health and safety
Institution.	: Funda Institute

Year _____ : 2025

WORK EXPERIENCE

COMPANY : Krispy Kreme(Doughnuts Commissary)
POSITION : Doughnut Decorator and Boxer
PERIOD : 19 April 2024 to 19 May 2025
DUTIES : Decorating a variety of donuts while ensuring high standards of food safety and quality.
: Maintain cleanliness in the workplace, including sweeping, mopping, and cleaning the dining area.
: Stock and clean restrooms and windows, and ensure the exterior is tidy.

1. **COMPANY** : Avon Justine
POSITION : Picker
PERIOD : 01 February 2023 to 30 March 2024
DUTIES : Pulls and packs product based on daily orders.
: Meets specifics of customer orders in a timely manner.
: Keeps products separated, organized and in good rotation
: Monitors product quality frequently.
: Ensure that picked items are not damaged.

2. **COMPANY** : Ithute Primary School
POSITION : Teacher Assistant
PERIOD : 01 November 2021 to 31 August 2022
DUTIES : Helping teachers manage student behavior
: Helping teachers plan lessons
: Listen to child reading
: Create displays and prepare classrooms
: Help children to become independent learners.

3. **COMPANY** : Telesure Investment Holdings
POSITION : Collection Consultant
PERIOD : 02 February 2019 to 26 February 2021
DUTIES : Keep track of assigned accounts to identify outstanding Debts
: Plan course of action to recover to inquire outstanding Payments
: Locate and contact debtors to inquire of their payment Status.
: Negotiate payoff deadlines or payment plans.
: Handle questions and complains

: Comply with requirements when legal action is Unavoidable.

SKILLS AND INTEREST

Skills

Good communication skills (verbally and written)
Innovative thinking ability
Good planning and organizing
Work systematically and accurately
Microsoft Office
Internet and email proficiency
Ability to Work in a Fast-Paced Environment

Interests

Activities : Debating on interesting and challenging subjects
Hobbies : Reading, writing notes, and watching TV
Sports : Soccer

POSITIONS OF RESPONSIBILITY:

I was a class representative in my previous secondary school called Phuti Seopa Secondary School. I also won two (2) awards of being a top achiever on arranging payments from clients and saving them from cancelling policies

REFERENCES

NAME.	: Evance Hungani
INSTITUTION	: Krispy Kreme(Doughnuts Commissary)
POSITION	: Manager
TEL NO.	: 010 006 0400/07824867245
1. NAME	: Richard Dabula
INSTITUTION	: Avon Justine
POSITION	: Supervisor
TEL NO	: 0730669322
2. NAME	: Tshepo Mngomezulu
INSTITUTION	: Ithute Primary School
POSITION	: Deputy Principal

TEL NO : 0834455520
EMAIL ADDRESS : tsselolo@gmail.com

3. NAME : Thabo Banda
INSTITUTION : Telesure Investment Holdings
POSITION : Team Leader
EMAIL ADDRESS : thaboband@tih.com
TEL NO : 0114894000/0724743367