

MOKGADI MARTHA RAMASUMO

Mechanical Engineering N6 Graduate | Apprenticeship / Internship Candidate

5 2nd Street, Marlboro | 066 127 2300 | Mokgadi19@icloud.com

DRIVER'S LICENCE: CODE 10

PROFESSIONAL PROFILE

Motivated and detail-oriented N6 Mechanical Engineering graduate with a strong technical foundation in fitting and machining, engineering drawing, thermodynamics, fluid mechanics, power machines, and strength of materials. Gained practical workshop experience through Mechanical Engineering practicals at Sedibeng TVET College, including machining, component manufacturing, basic maintenance, and safe workshop procedures. Also brings administrative and CRM experience, demonstrating accuracy, professionalism, client communication, record management, and the ability to work effectively under pressure. Seeking an apprenticeship, internship, or entry-level mechanical engineering opportunity.

EDUCATION

Sedibeng TVET College | N6 Mechanical Engineering

- Mechanotechnics N6
- Power Machines N6
- Fluid and Mechanics N6
- Strength and Materials N6

Nngweni Secondary | Matric – Grade 12

TECHNICAL SKILLS

Mechanical & Workshop Skills

- Fitting and machining
- Lathe, milling, drilling, and grinding operations
- Reading and interpreting engineering drawings
- Basic welding
- Basic maintenance and assembly procedures
- Mechanical systems fault analysis
- Workshop safety procedures and tool handling

Engineering Knowledge

- Thermodynamics fundamentals
- Fluid mechanics fundamentals
- Power machines fundamentals
- Strength and materials fundamentals

Computer & Administrative Skills

- Microsoft Excel • Microsoft Word • Microsoft Outlook • CRM systems • Client database management • Documentation and record management

PRACTICAL / WORKSHOP EXPERIENCE

N6 Mechanical Engineering Practicals | Sedibeng TVET College | 2023–2024

- Completed fitting and machining projects according to specifications using workshop machinery.
- Interpreted technical drawings and manufactured components to required tolerances.
- Applied safe working procedures and correct tool-handling practices in a workshop environment.
- Conducted basic maintenance and fault analysis on mechanical systems.

WORK EXPERIENCE

Sales Agent | Imperative Enterprises | June 2024 – June 2025

- Managed and updated confidential client information using CRM systems with a high level of accuracy.
- Handled more than 40 client queries per day through telephone and email.
- Processed documentation and maintained accurate records in line with company compliance requirements and POPIA.
- Identified discrepancies and escalated issues appropriately.
- Worked under pressure to meet daily KPIs and deadlines.
- Communicated professionally with clients while resolving queries and maintaining accurate records.

KEY STRENGTHS

• Attention to detail • Accuracy and reliability • Technical problem-solving • Ability to follow technical instructions • Safe working practices • Professional communication • Ability to work under pressure • Willingness to learn and develop practical skills

REFERENCES

Samukelisiwe Ngema | Sales Agent, Imperative Enterprises | 084 842 4573