

Kgotso Moruti

0834105369



morutikgotso@gmail.com



Driver's License

N



Skills / Strengths

- Computer
- Communication
- Negotiation
- Customer Service
- Data Analysis and Reporting
- Problem-Solving and Critical Thinking
- Adaptability/Flexibility
- Work Ethic
- Creativity



Experience

04.2019 – 06.2020

Collector III

FIRST NATIONAL BANK

- Dealing with FNB Private Wealth Clients Mortgage bond accounts
- Handling and Managing accounts and Decision making Daily
- Doing debit order reversal, collecting arrears and negotiating acceptable payment arrangements and settlement

01.2022 – 05.2022

Fieldwork Supervisor

DEPARTMENT OF STATISTICS SOUTH AFRICA

- Supervise and coordinate fieldworkers
- Provide technical support and problem – solving in the field
- Prepare and submit fieldwork progress reports

02.2023 – 12.2023

Educational Assistant (*Curriculum*)
DEPARTMENT OF BASIC EDUCATION

- Prepare teaching aids, resources, and classroom materials
 - Support teachers in implementing curriculum plans and instructional strategies
 - Assist with assessment preparation and data recording
-

11-2024 – 06-2025

General Worker
CBH SOUTH AFRICA (PTY)LTD

- Production Support and Efficient - Line Operations
- Quality Control and Hygiene – Product Inspection
- Record stock movements and report discrepancies

07-2025 – 12-2025

Educational Assistant (*E cadre*)
DEPARTMENT OF BASIC EDUCATION

- Provide administration support
 - Provide technical support by troubleshooting hardware and software issues
 - Conduct regular inspection of all IT equipment
-



Education

Year of completion

2017

Level of Education, Institution

Gaenthone Secondary School

- National Senior Certificate



Training and Certifications

[December 2025]

YES4Youth Work Readiness Training

- AI explorer
- AI pathfinder
- Being an entrepreneur
- Identifying market opportunities
- Innovation
- Marketing a business
- Problem solving and critical thinking
- Safety in the workplace
- Growth mindset
- Professionalism
- Succeeding in the work place
- Customer Service
- Time management
- Communication
- Teamwork
- Emotional regulation

Other Training/Certificate Name, Institution

Certificate Name:

Year: 2019

Institution:

Harambee Bridging Certificate

Harambee Youth Employment Accelerator

Certificate Name:

Year: 2023

Institution:

NEMISA DIGITAL LITERACY

Department of Basic Education

Certificate Name:

Year: 2020

Institution:

Retail Frontline Programme and Life Skills

MR Price Foundation

Certificate Name:

Year: 2025

Institution:

Poultry Meat Examination Level 1

ACDP (Pty) Ltd



References

Company
First National Bank

Contact Details
087 575 9404

Company
Statistics South Africa

Contact Details
018 462 2966

Name
Mrs Ntsonda

Company
Department of Basic Education

Contact Details
064 758 2759

Name
Angel Masheba

Company
CBH SOUTH AFRICA (PTY)LTD

Contact Details
hr@amphisa.co.za



FNB
First National Bank

First National Bank, a division of FirstRand Bank Limited

Certificate of Service

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

This is to certify that

Kgotso Moruti

Identity Number: 9909026265085
Employee Number: 5260124

Was employed for the period stated below:

Date of Entry: 01 April 2019

Date of Leaving: 31 March 2020

Occupation: First Job Learner

Remuneration Package at date of
Termination of service: R 0.00 Per Month

Employment Type: Fixed Rate Contractor

Termination Reason: Contract Expired

Issued by: Human Resources Shared Services

Date of Issue: 25 March 2020

Signature of Employer:

Name of Signatory:

Chris McClure

HR SHARED SERVICES
Cnr Kerk & Simmonds Streets, Johannesburg, 2001
PO Box 1134, Johannesburg, 2000



FNB
First National Bank

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Certificate of Service

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This is to certify that
Kgotso Moruti

Identity Number:	9909026265085
Employee Number:	5260124
Was employed for the period stated below:	
Date of Entry:	01 April 2020
Date of Leaving:	30 June 2020
Occupation:	Collector III
Remuneration Package at date of Termination of service:	R 18639.00 Per Month
Employment Type:	Fixed Rate Contractor
Termination Reason:	Contract Expired
Issued by:	Human Resources Shared Services
Date of Issue:	24 June 2020
Signature of Employer:	
Name of Signatory:	Chris McClure

HR SHARED SERVICES
Cnr Kerk & Simmonds Streets, Johannesburg, 2001
PO Box 1134, Johannesburg, 2000

First National Bank - a division of FirstRand Bank Ltd. An Authorised Financial Services and Registered Credit Provider (NCRCP20). Reg. No. 1929/001225/03

CERTIFICATE

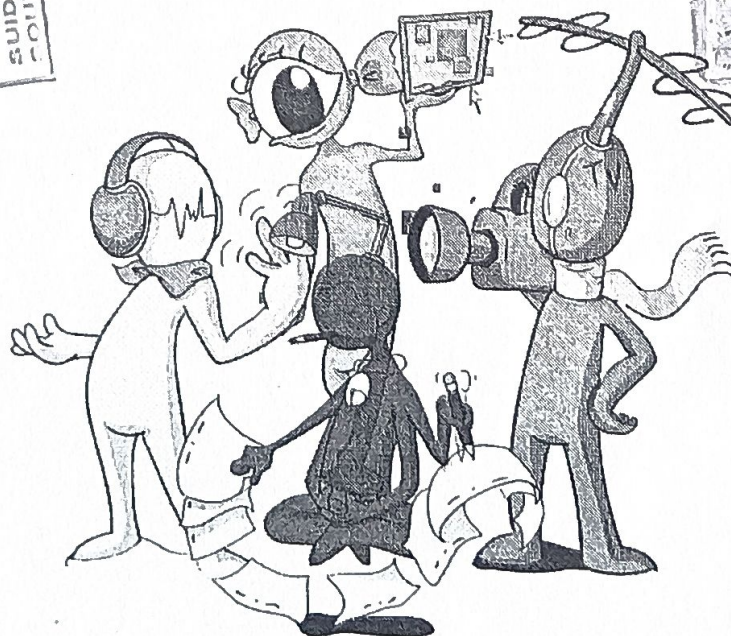
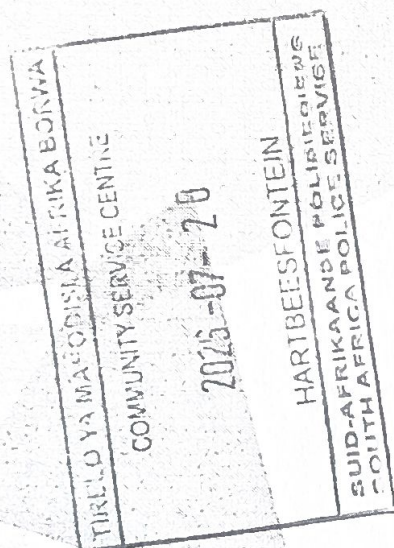
— of COMPLETION —

The Ultimate Introduction to Digital Literacy for Educator Assistants

To develop digital skills needed for 21st Century Learning

Kgotso Moruti

31 March 2023



Handwritten signature: *[Signature]*

Handwritten name: *1107574*

Handwritten rank: *1010*

Handwritten name: *for mckgath*

NEMISA CEO



DIGITAL LEARNING CERTIFICATE

TIRELO YA MAPODISI A AFRICA BORTVA
COMMUNITY SERVICE CENTRE
2026-07-20
HARTBEESEFONTEIN
SUID-AFRIKAANSE POLISIEDIENST SOUTH AFRICA POLICE SERVICE

Presented to
Kgotso Moruti
(ID NO: 9909026265085)

Handwritten signature: *[Signature]*

Handwritten name: *Im D. D. D. D.*

Handwritten rank: *WLP*

Handwritten force number: *71025674*

Handwritten name in print: *Im D. D. D. D.*

for the successful completion of the following
Entrepreneurship modules:

- Being an entrepreneur
- Know yourself to grow yourself
- Know your industry
- Identifying market opportunities
- Innovation

- Managing money
- Pricing
- Marketing a business
- Smart goals
- Planning

14 December 2024
Date issued/obtained

Duration: 1h

[Signature]
Ravi Naidoo
YES - CEO



harambee

YOUTH EMPLOYMENT ACCELERATOR

— WORK FOR WORK —

Certificate

This to certify that

Kgotso Moruti
9909026265085

has successfully completed the
Harambee Bridging Programme.

Congratulations for demonstrating the positive
attitude, energy and curiosity required to succeed
in the world of work.

TIRELO YA TAPOTSHI A AFRICA BORWA
COMMUNITY SERVICE CENTRE
2026-07-20
HARTBEESE CENTRE
ZUID-AFRIKAANSE POLISIEDIENST
SOUTH AFRICAN POLICE SERVICE

Maryana Iskander

Maryana Iskander
CEO

Harambee Youth Employment Accelerator

29 March 2019

Handwritten notes and stamps on the right side of the certificate, including a signature and various administrative markings.



Certificate of Excellence

Kgotso Moruti

9909026265085

ID Number

for the successful completion of the

Jump Start

LIFE SKILLS COURSE

comprising of

A life skills workshop covering personal development and workplace etiquette to shape skills and attitude for the workplace.

Personal and Emotional Development, Self Esteem, Healing of the Past
Personal Health, Vision and Goal Setting
Communication, Conflict Resolution, Work Ethic and Time Management
Basic HR Principles, Job Prep Skills, Customer Experience.

Joe White

Joe White
Catalyx Director

[Handwritten signature]

Karen Wells
Head of MRP Foundation

TIRELO
COM
PASTORALIN
SANTO AGOSTINO

ent and workplace
workplace.



Certificate of Excellence

PRESENTED TO

Kgotso Moruti

2026-07-20

9909026265085

ID Number

for the successful completion of the

Jump Start

RETAIL FRONTLINE PROGRAM

comprising of

Two weeks of life skills and holistic work experience to shape attitude and develop skills for positions in the retail environment.

DECLARATION OF THE COURT

HANDTEXTENING/SIGNATURE

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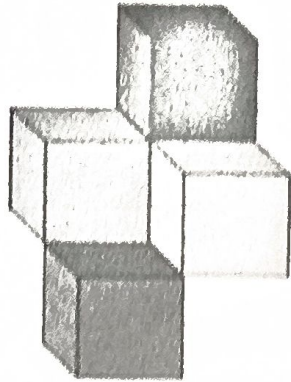
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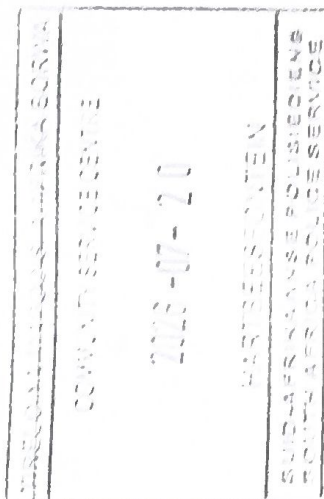
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Karen Wells
Head of MRP Foundation



ACPD (Pty) Ltd

The building blocks to food safety



CERTIFICATE

This is to certify that

K Moruti

ID: 9909026265085

successfully completed the learning programme

POULTRY MEAT EXAMINATION LEVEL 1

presented from February 2025 to June 2025

Chief Executive Officer: ACPD



ACPD - Cert: 25/009

