SINAZO STEKELA

JUNIOR BOOKKEEPER/OFFICE SKILLS

S.S

ABOUT ME

A certified Computerized bookkeeper,that is equipped with a healthy and strong understanding of theoretical and practical experience student.
I consider myself as a well organized person and goal driven.
Looking for a job that will challenge me in terms of my certificate and grow my experience.

CONTACT

069 530 8805/
0729428074
sinazostekela01@gmail.com
89 Gourlay Street,
Sicelo,
Meyerton
1961

WORK EXPERIENCE

SHOPRITE
Money Market Clerk
2024
(011)682 8570

LUXURY GLASS & ALUMINUM
Administrator
2024
(011) 382 5033/ 079 793 2703

EDUCATION

BUHLEBUZILE SECONDARY SCHOOL
2019
Matric

BELIEVERS CARE SOCIETY
2026
Computerized Bookkeeping

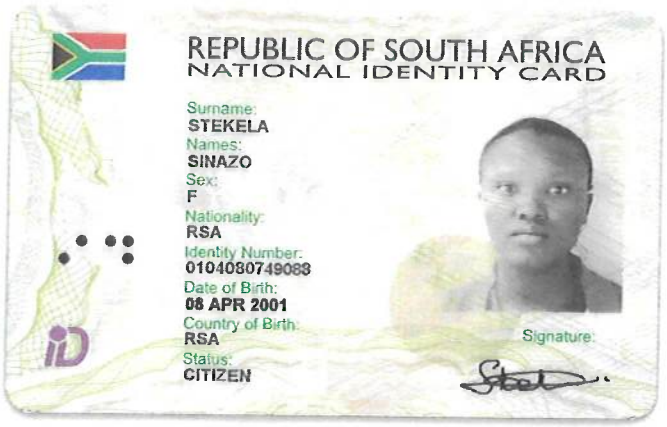
LANGUAGES

English
Zulu
Xhosa
Sesotho

COMPUTER SKILLS

Ms PowerPoint
MS Word
Ms Excel

Sage Pastel



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
STEKELA
Names:
SINAZO
Sex:
F
Nationality:
RSA
Identity Number:
0104080749083
Date of Birth:
08 APR 2001
Country of Birth:
RSA
Status:
CITIZEN

Signature:



Conditions:
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

Date of Issue:
20 FEB 2019

RSA

110007691

JURGENS HENDRIK VAN WYK
OLD MUTUAL LIFE ASSURANCE COMPANY
(SOUTH AFRICA) LIMITED
PRIVATE BAG X12 ALBERTON
COMMISSIONER OF OATHS
EX OFFICIO
DISTRICT OF ALBERTON

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COPY OF
THE ORIGINAL

BCS.BK01.123

BELIEVERS CARE SOCIETY

ICB
ACCREDITED BUSINESS QUALIFICATION

JURGENS HENDRIK VAN WYK
OLD MUTUAL LIFE ASSURANCE COMPANY
(SOUTH AFRICA) LIMITED
PRIVATE BAG X12 ALBERTON
COMMISSIONER OF OATHS
EX OFFICIO
DISTRICT OF ALBERTON

THIS SERVES TO CERTIFY THAT

Sinazo Stekela

THIS IS A TRUE COPY OF THE ORIGINAL

IDENTITY NUMBER: 0104080749088

CERTIFICATE OF COMPETENCE

Has passed the skills programme in

Jnr Bookkeeper: COMPUTERISED BOOKKEEPING PASTEL ACCOUNTING AND OFFICE SKILLS
With 80%

ICB Ref No. 919181

ACCREDITATION NO.
300828

CENTRE MANAGER

13/08/2026
DATE

BCS ACADEMY
FOR LEARNING AND YOUTH DEVELOPMENT

BELIEVERS CARE SOCIETY

054-707{NPO}
930025132 PBO
2011/008893/08{Sec.21}

YOUTH LEADERSHIP PROGRAMME

CERTIFICATE OF PARTICIPATION

THIS SERVES TO CONFIRM THAT

SINAZO STEKELA

PARTICIPATED IN THE LEADERSHIP DEVELOPMENT PROGRAMME THROUGH MORAL INSTRUCTION SESSIONS AND YOUTH CLUB ACTIVITY ON COOKING FOR DURATION OF 36 HOURS IN 3 MONTHS

FURTHER PERFORMED COMMUNITY VOLUNTEERING SERVICE FOR THE DURATION OF 25 HOURS

JURGENS HENDRIK VAN WYK
OLD MUTUAL LIFE ASSURANCE COMPANY
(SOUTH AFRICA) LIMITED
PRIVATE BAG X12 ALBERTON
COMMISSIONER OF OATHS
EX OFFICIO
DISTRICT OF ALBERTON

28/08/2026

CENTRE MANAGER

26/03/2026
DATE

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PROJECT OF BCS ACADEMY FOR LEARNING AND YOUTH DEVELOPMENT

JURGENS HENDRIK VAN WYK
OLD MUTUAL LIFE ASSURANCE COMPANY
(SOUTH AFRICA) LIMITED
PRIVATE BAG X12 ALBERTON
COMMISSIONER OF OATHS
EX OFFICIO
DISTRICT OF ALBERTON

28/08/2026

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

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SINAZO STEKELA

Identity number 0104080749088

Exam number 8193404630122

Subject	%	Achievement level
IsiZulu Home Language	57	4
English First Additional Language	57	4
Life Orientation	51	4
Geography	39	2
Life Sciences	39	2
Physical Sciences	39	2
**********	***	*

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

With effect from December 2019

M.S. Lakometsi

Chief Executive Officer

200 6328 6662 S

This certificate is issued without alterations or erasure of any kind

UMALUSI

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

1274624

(See reverse for more information)

73900

ICB

ACCREDITED BUSINESS QUALIFICATIONS

Internationally recognised | Locally essential

DETAILED EXAM RESULT

Reference No:	919181	**Date:**	06-Aug-2026
Learner:	Ms Sinazo Stekela	**Address:**	748 Verbena Crescent Greenfield Alberton
ID No:	0104080749088		
Tel:			
Cell:	0695308805	**Post Code:**	1458
Email:	sinazostekela01@gmail.com	**City:**	Johannesburg

Believers Care Society
Computerised Bookkeeping - CPBK-20260506 (P)

Summary		Weight	Result	%
Formative		30	27	89
Summative		70	53	76
Competence	**Competent**	Result		**80**

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