

Beauty Mnisi

24853 gedi street Teanong section Tembisa 1632
0783404588 / 0764755504 | mnisibeauty43@gmail.com

Objective

I aim to excell and deliver excellence in every obstacle I encounter

Experience

- **Department of public works roads and transport** 10/08/2021 - 31/03/2023
  Artisan assistant learnership and admin assistant
  Assist artisan with various things such as building, electrical, plumbing and tilling. Assist drivers by issuing itterneral report and monthly log book. Preparing clock in register for workers. Typing, scanning and emailing documents. Assist artisan with tools at the stores

- **ProEarth** 10/12/2018 - 30/11/2019
  Business practice learnership
  Sorting files, capture documents, compile reports, Answering and Transferring calls to management, welcoming guests, ordering and receiving couriers.

- **Mass Discounters** 01/03/2013 - 30/06/2015
  Inventory Clerk
  Auditing stock, cycle counts, stock trading, receiving and dispatching goods

- **Ison xperiences** 01/07/2024 - 30/04/2025
  Inbound customer service agent
  Answering and transferring calls navigating troubleshooting company's products and services. Calling client informing them about new company products, capturing information for client, sorting data and files, updating documents.

Education

- **University of South Africa** In progress
  Diploma in safety management
  6

- **Mahlale high school** 2007
  Matric
  Grade 12

Skills

- Computer skills

Languages

- English
- Xitsonga
- Sepedi
- Isizulu

Reference

- **Masesi Beatrice Khoza - Department of public works roads and transport**
  Manager
  0725125251 / 0615222720

- **Thabang Malapane - ProEarth**
  Supervisor
  0829666297 / 0126441734

- **Ntshembo Ndove - Mass Discounters**
  Supervisor
  0839258579 / 0117764600
- **Mageza Mihleketo - Ison xperiences**
  Supervisor
  magezamm@gmail.com
  0124002290 /0738947608

License

- Code 10

UNISA university of south africa

Student number: 5739-175-0
Date: 2026-07-23

This is to certify that

BEAUTY MNISI

Identity Number :9008120937085
Date of Birth :1990-08-12

passed the university examinations in the undermentioned study units for which credit has been granted in partial completion of the

Diploma in Safety Management

NQF exit level: 6
Minimum credits required: 360

YEAR	MONTH	CODE		NAME OF STUDY UNIT	%	NQF LEVEL	CREDITS
2024	JUN	CMH1503		Health and the Environment	50	5	12
2024	OCT	ECS1500		Introduction to Economics	67	5	12
2024	JUN	EUP1501		Ethical Information and Communication Technologies for Development Solutions	62	5	12
2024	JUN	FAC1501		Introductory Financial Accounting	60	5	12
2024	OCT	HRM2605		Human Resource Management for Line Managers	71	6	12
2024	OCT	MNB1501	*	Business Management IA	87	5	12
2024	JUN	MNG2601		General Management	72	6	12
2024	JUN	MNO1501	*	Safety Management IA	86	5	12
2024	OCT	SUS1501	*	Sustainability and Greed	75	5	12
2025	OCT	FIN2603	*	Finance for Non-Financial Managers	92	6	12
2025	JUN	MNB1601	*	Business Management IB	83	6	12
2025	JUN	MNG2602		Contemporary Management Issues	50	6	12
2025	OCT	MNG3701		Strategic Planning IIIA	70	7	12
2025	JUN	MNO1502		Safety Management IB	64	5	12
2025	JUN	OHS2601		Occupational Health and Safety Law IIA	51	6	12
2025	OCT	OHS2602		Occupational Health and Safety Law IIB	57	6	12
2025	JUN	RSK2601	*	Enterprise Risk Management	84	6	12
2025	OCT	RSK2602	*	Fundamentals of Operational & Financial Risk	78	6	12
2026	JUN	IOP2603	*	Ergonomics	84	6	12
2026	JUN	MNG3702		Strategic Implementation and Control IIIB	72	7	12
2026	JUN	MNO2603	*	Safety Management IIA	95	6	12
2026	JUN	MNO3704	*	Environmental Management	86	7	12
2026	JUN	MNO3705	*	Safety Management IIIA	92	7	12

* Passed with distinction

Total credits accumulated: 276

Major subject(s):

This qualification is not completed.

Yours faithfully

Registrar

UNIVERSITEIT VAN SUID-AFRIKA
PRETORIA
UNIVERSITY OF SOUTH AFRICA

University of South Africa
Preller Street, Muckleneuk Ridge, City of Tshwane
PO Box 392 UNISA 0003 South Africa
Telephone: +27 12 429 3111 Facsimile: +27 12 429 4150
www.unisa.ac.za

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 900812 0937 085

S.A.CITIZEN

SURNAME
MNISI

FORENAMES
BEAUTY

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1990-08-12

DATE ISSUED
2014-01-30

ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS

SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VA... IE KORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGE... WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE... BEWYS IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT

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RANK
MAGSNOMMER
FORCE NUMBER
NAAM IN DRUKSKRIF
NAME IN PRINT

DRIVING LICENCE
PAPIÇA RIO CHAVELA
CARTA DE CONDUCAO
MNISI
02/900812093708S
FEMALE
22/05/2021 - 21/05/2026
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G
SADC
ZA
SOUTH AFRICA

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
D RELIEF
2026 -08- 24
VISPOL
HILLBROW
SOUTH AFRICAN POLICE SERVICE

UMALUSI

Council for Quality Assurance in General and Further Education and Training

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
D RELIEF
2026 -08- 24
VISPOL
HILLBROW
SOUTH AFRICAN POLICE SERVICE

SENIOR CERTIFICATE

Awarded to

BEAUTY MNISI

Identity number 9008120937085

Subjects passed

Xitsonga : First Language	HG	B	70%-79%
Afrikaans : Second Language	HG	C	60%-69%
English : Second Language	HG	D	50%-59%
Mathematics	SG	D	50%-59%
Biology	SG	F	33,3%-39%
Aggregate		S	950-1199

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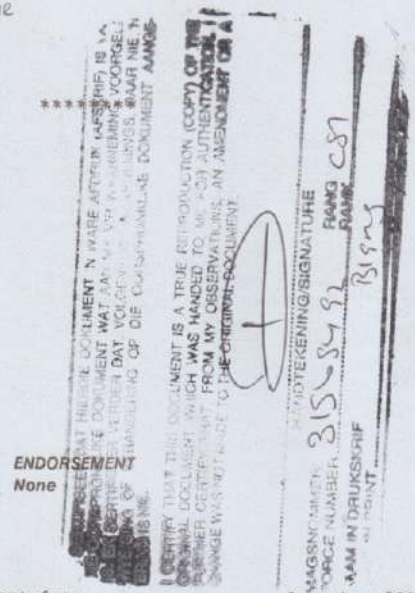

ENDORSEMENT
None

With effect from December 2007

Chief Executive Officer

This certificate is issued in accordance with Section 16(4) (e) of Act 58 of 2001 by Umalusi Council for Quality Assurance in General and Further Education and Training.

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REPUBLIC OF SOUTH AFRICA

This certificate is issued without alteration or erasure of any kind

HAVATECH

S-T-E-C-H

Skills Development Act 1998
(Dept of Labour)
Reg No.: 7039

EXECUTIVE

Certificate

Area of Specialization

COMPUTER LITERACY /CALL CENTRE ADMINISTRATION

EMPOWERDEX
"Empowerment Rating Agency"

The authorities of Havatech - the skills training and employment centre (STECH)

On this 31st day of March 2012

Through a joint congregation and approval by accredited technology
And education governing bodies, officially grant this award to

Mr/Mrs/Miss Beauty Surname: Mnisi

I.D. No : 900812 0937 08 5 on his/her successful
Completion of the executive certificate programme.

Microsoft
Authorized Academic
Training Provider
(Training & Certification)
Identity: 1036791

ACADEMIC TRANSCRIPT

INTRODUCTION TO COMPUTING	MICROSOFT WINDOWS XP
TELEPHONE SKILLS	MICROSOFT WORD
BEHAVIOURAL SKILLS	CALL CENTRE COMMUNICATIONS
MICROSOFT ACCESS	CUSTOMER SERVICE

GROUP OVERALL SCORE 82%

Rector - Havatech
South Africa

INFORMATION TECHNOLOGY AND MANAGEMENT INSTITUTE HAVATECH
I T M I H

South Africa - Europe - USA - Worldwide

LearnMe

Certificate of Attendance

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
D RELIEF
2026 -08- 24
VISPOL
HILLBROW
SOUTH AFRICAN POLICE SERVICE

This is to certify that

Beauty Mnisi

ID: 9008120937085

Attended the Training for the following Qualification

General Education and Training Certificate: Business Practice NQF 1 - 61755

19 November 2019
Date

J J Byleveld
Accreditation Director

P P De Jonge
Managing Director

SERVICES SETA

Accreditation No.: 6533

Certificate No.: 820 CL