

PROFESSIONAL PROFILE

PERSONAL SUMMARY

I am a creative and patient PGCE SP&FET educator specializing in computer applications technology and business studies, with over two and a half years of experience in teaching, guidance, and counseling. I have a proven track record of improving test scores and delivering effective instruction.

I excel at communicating complex information simply and engagingly, additionally, I have over six years of administrative and managerial experience.

I have an extensive skills and knowledge in Communications, File handling, data capturing, assets reports, PEE records, liaising with clients, ordering office supplies, and liaising with clients telephonically and through emails and administration, I have over 6 years of administrative and managerial experience

SKILLS & ABILITIES

Classroom management
Conflict management
Leadership skills
Computer skills
Administrative skills

EXPERIENCE

LECTURER (INTERN), NORTHERN CAPE COMMUNITY EDUCATION & TRAINING AND COLLEGE

Feb 2024- Present

- Engaging in class teaching and learning, taking a leadership role in respect of the subject, learning area, and phase. To plan, control, administer, and report on learners' academic progress`
- (Administration) coordinating and controlling all the academic activities of each subject taught, interacting with all the stakeholders.
- (Communication) co-operating with colleagues of all levels to maintain a good teaching standard and progress among students and foster administrative efficiency within the center

CLIENT SERVICE AGENT, TAXI RECAPITALISATION SOUTH AFRICA

2019 Sep- 2024 Jan

Managing and monitoring the office, ordering office supplies, liaising with clients telephonically and through emails, maintaining the filing system, compiling inspection packs, physical inspection of taxis, and clearance of engines and chassis

EDUCATOR, KATAMELO PRIMARY SCHOOL

2019 Jan- 2019 AUG

Encouraging student participation in lessons and other school-related activities, maintaining accurate records of learners' attendance and academic progress, preparing lessons, and educating learners at all levels, these preparations include assigning homework assignments that help them understand what they are studying throughout each learning unit.

EDUCATION

SOL PLAATJE UNIVERSITY, ADVANCE DIPLOMA IN MANAGEMENT

Business research, Strategic management, Managerial finance, Human resource management

CENTRAL UNIVERSITY OF TECHNOLOGY FREE STATE, POST GRADUATE CERTIFICATE IN EDUCATION

Professional studies, Education, Introduction to research, Methodology computer applications technology, Methodology Business studies

CENTRAL UNIVERSITY OF TECHNOLOGY FREE STATE, DIPLOMA OFFICE MANAGEMENT AND TECHNOLOGY

Information administration, Business Administration, mercantile law, business Studies, business accounting, legal practice, Communication, human resource management

COMMUNICATION

Excellence in verbal and written communication, confident, articulate, and professional speaking abilities, excellent presentation and negotiation skills

REFERENCES

Mrs. I Lekau

[Helen Joseph CLC Manager, Northern Cape CET college]
[0734705422]

Mrs. L Mabea

Wife

[0737972784]

Mr. P Mtwane

[Satellite Manager, Northern Cape community Education and training college]

[0634788664]



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Sechaba Francis Mabea

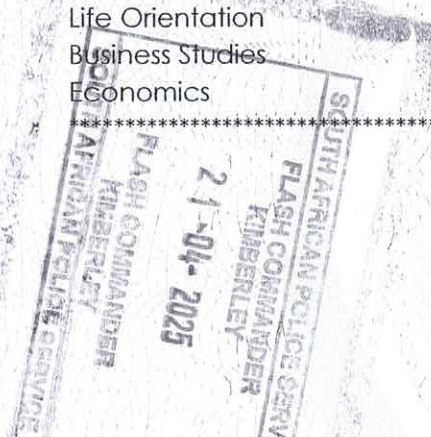
Date of birth 1992-07-03

Subject

- Sesotho Home Language
- English First Additional Language
- Mathematical Literacy
- Life Orientation
- Business Studies
- Economics

Achievement

| % | level |
|-----|-------|
| 55 | 4 |
| 50 | 4 |
| 44 | 3 |
| 74 | 6 |
| 47 | 3 |
| 53 | 4 |
| *** | * |



This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or 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 2010

M. S. LAKOMETSI

Chief Executive Officer

110 7800 4678 D



This certificate is issued without alterations or erasure of any kind



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

2022353

(See reverse for more information)



This is to certify that all the requirements having been satisfied, the

ADVANCED DIPLOMA IN MANAGEMENT

has been awarded to

FRANCIS SECHABA MABEA
9207035401084

in terms of the SACA Act (Act 58 of 1995) and the HE Act (Act 101 of 1997) together with all rights and privileges connected thereto

with effect from

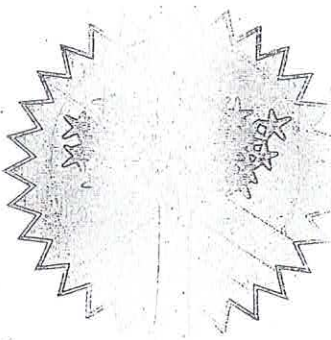
06 MAY 2023



ER SEKERTSEER VAN NIE...
DIE GONSPEKULASIE...
DE VERANDELING...
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NAME TO THE ORIGINAL...
Name in...
80867
C. KRIST
2023

[Signature]
Vice-Chancellor and Principal

[Signature]
University Registrar



202003661

No.



Central University of
Technology, Free State

This is to certify that, all the requirements having been satisfied, the

NATIONAL DIPLOMA

OFFICE MANAGEMENT AND TECHNOLOGY

has been conferred on

FRANCIS SECHABA MABEA
[920703 5401 08 4]

SOUTH AFRICAN POLICE SERVICE
FLASH COMMANDER
KIMBERLEY
21-04-2025
FLASH COMMANDER
KIMBERLEY
SOUTH AFRICAN POLICE SERVICE

in terms of the SAQA Act (Act 58 of 1995) and the HE Act (Act 101 of 1997) together with all rights and privileges connected thereto

with effect from

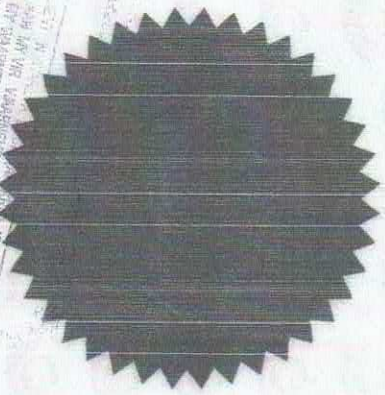
2017-01-01

Vice-Chancellor and Principal
(Acting)

Registrar

Dean

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EK SECHABA MABEA
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I. GERTYF THAT TERS DOORDREIF IS A. TERE IN PRODUKTE (COPY) OF THE
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MADE TO THE ORIGINAL DOCUMENT.
HARTEWYK / Bepalinge
Police number: 110807
110807
110807



18935

No.

SOUTH AFRICAN POLICE SERVICE
FLASH COMMANDER
 KIMBERLEY
 21-04-2025
 SOUTH AFRICAN POLICE SERVICE

Handtekening / Signature: _____
 Rang: _____
 Magistraat / Magistrate: _____
 Naam in: _____
 Name in: _____

SOUTH AFRICAN POLICE SERVICE
 SAPS 13 STORES: EXHIBITS
 2025-03-03
 KIMBERLEY
 SAPS 13 STORES: EXHIBITS
 SOUTH AFRICAN POLICE SERVICE

Handtekening / Signature: _____
 Rang: _____
 Magistraat / Magistrate: _____
 Naam in: _____
 Name in: _____

CERTIFICATE OF REGISTRATION

This is to certify that

FRANCIS SECHABA MABEA

is registered with the

South African Council for Educators

Date: 2021/03/18
 M E Mokgalane, Acting CEO

Registration number: 12496234
 Date of First Registration 2018/06/26



The educators who are registered with the South African Council for Educators

- acknowledge the noble calling of their profession to educate and train the learners of our country,
- acknowledge that the attitude, dedication, self-discipline, ideals, training and conduct of the teaching profession determine the quality of education in this country,
- acknowledge, uphold and promote basic human rights, as embodied in the constitution of South Africa,
- commit themselves to do all within their power, in the performance of their professional duties, to act in accordance with the ideals of their profession, as expressed in the SACE Code of conduct, and
- act in a proper and becoming way such that their behaviour does not bring the teaching profession into disrepute.

V/A/S
 V/A/N



*Development &
Training
Technologies (Pty) Ltd*

This is to certify that
Mabea S. F.

(ID: 920703 5401 084)

has successfully completed
Within Africa Fares & Ticketing
(SAQA US ID 7939)

Sharee

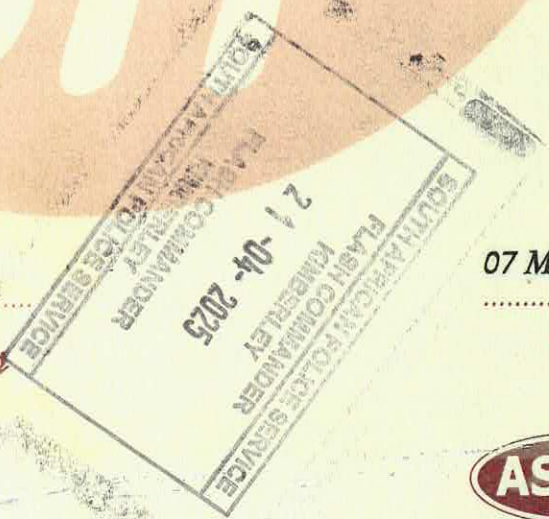
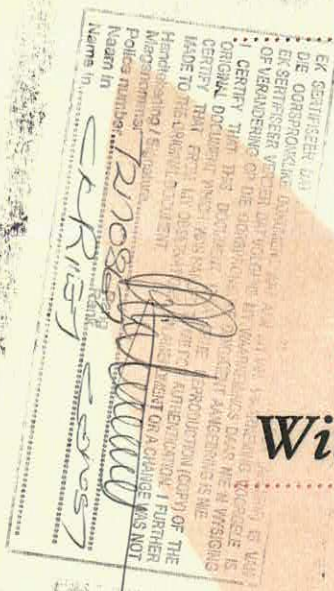
Development & Training Technologies

07 March 2013

Date

CATHSSETA

Accreditation number 613/P/000170/2010





Central University of
Technology, Free State

CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE
SENTRALE UNIVERSITEIT VIR TEKNOLOGIE, VRYSTAAT
YUNIVESITHI E BOHARENG YA THEKENOLOJI, FOREISTATA

READING DEVELOPMENT COURSE

CENTRE FOR COUNCELLING AND SOCIAL SERVICES

This is to certify that:

F.S MABEA

(N DIP OFFICE MANAGEMENT AND TECHNOLOGY)

COMPLETED

A COURSE IN READING DEVELOPMENT

Issued on: 2014/10/03

READING DEVELOPMENT OFFICER:

