

FATIMA UTSULO

2076 Zulu Street Poortjie Lenasia 1841
0766101469 | fatimautsulo@gmail.com

OBJECTIVE

I am a highly driven recent graduate seeking a full-time position in administration where I can lend my knowledge of business management to help your organization improve profitability.

EDUCATION

- **Thusa Setjhaba secondary school**
2016
Matric Certificate
- **Rosebank college**
2018
Higher certificate in office administration
NQF5
- **Bathopele community development centre**
2018
END USER COMPUTING
NQF 3

SKILLS

- Hardworking team building problem solving and decision making skills

PROJECTS

- **Executive Secretary**
Two day training and conference at executive live

LANGUAGE

- English Sepedi Zulu

REFERENCE

- **HJ Gomba - "Thusa Setjhaba secondary school "**
Principal
Fatimautsulo@gmail.com
011 850 6657
- **Mrs Shumarai - "Rosebank college "**
Employee
011 843 7229



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

FATIMA RASEBILA UTSULO

SOUTH AFRICAN POLICE SERVICE
STATION COMMANDER GLENHARVE
09 JUL 2020
COMMUNITY SERVICE CENTRE SOUTH AFRICAN POLICE SERVICE

Identity number 9707090447089

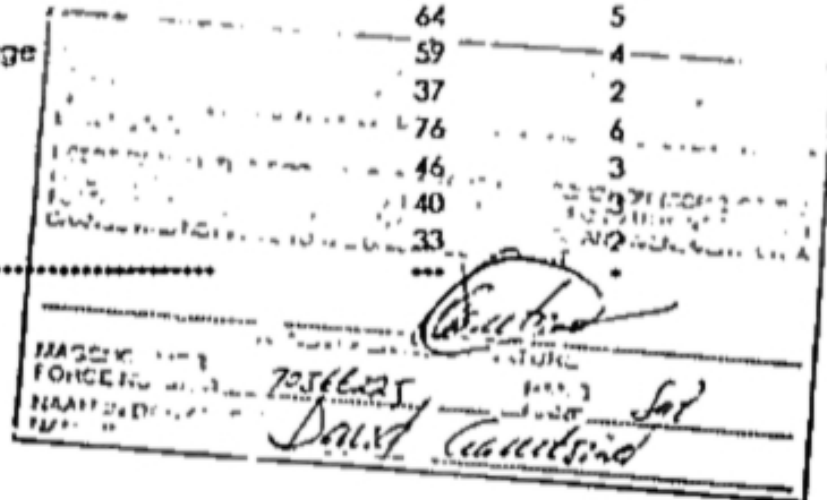
Exam number 8163215540149

Subject

Achievement

- Setswana Home Language
- English First Additional Language
- Mathematics
- Life Orientation
- Geography
- Life Sciences
- Physical Sciences

%	level
64	5
59	4
37	2
76	6
46	3
40	3
33	3



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 2016

M. S. LAKHETSU
Chief Executive Officer

170 6401 4069 Y

This certificate is a joint effort of the Department of Education and the Council for Quality Assurance in General and Further Education and Training South Africa



UMALUSI



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

8109479

See images for more information

Date: 15 January 2020

Fatima Rasebila Utsulo
2076
Zulu Street
Poortjie
Johannesburg
1841
South Africa

Rosebank College Braamfontein
P.O. Box 542, Wits, 2030
23 Jericho Street, Braamfontein Centre
Braamfontein
Tel: 011 462 9750 - 011 403 2437
An educational brand of The IIE (Pty)Ltd
Reg No: 2007/HE07/002

1

Higher Certificate in Office Administration

(NQF 5 Minimum Credits 133 SAQA 73371)

Unabridged Academic Statement of Results for the period 01 January 2018 to 31 December 2019

STUDENT NAME: Fatima Rasebila Utsulo - STUDENT NO: 18017084 - ID/Passport No.: 9707090447088

Programme registrations

REG YEAR	QUALIFICATION CODE	QUALIFICATION NAME	ACADEMIC YEAR
2018	HOA112	Higher Certificate in Office Administration	1
2019	HOA112	Higher Certificate in Office Administration	1

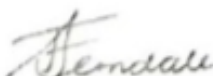
REG YEAR	MODULE CODE	MODULE NAME	CREDIT VALUE	PASS MARK %	FINAL MARK %	RESULT CODE	NQF LEVEL	MODULE STATUS	COMPLETED YEAR
2018	BUCO020	Business Communication	10	50	64	P	5	Completed	2018
2018	BUMA132	Business Management 1B	11	50	33	F	5	Failed	
2019	BUMA132	Business Management 1B	11	50	51	P	5	Completed	2019
2018	DIGC5110	Digital Citizenship	8	50	53	P	5	Completed	2018
2018	ENUC030	End User Computing C	8	50	67	P	5	Completed	2018
2018	INPC110	Introduction to Personal Computing	5	50	64	P	5	Completed	2018
2018	INPR020	Introduction to Public Relations	12	50	52	P	5	Completed	2018
2018	ITSA5111	Introduction to Scholarship A	8	50	68	P	5	Completed	2018
2018	OFAD5112	Office Administration	24	50	62	P	5	Completed	2018
2018	OFFI5111	Office Finance	10	50	72	P	5	Completed	2018
2018	TYDT5119	Typing and Dicta Typing	18	50	86	PD	5	Completed	2018
2018	XCOA5119	Work Integrated Learning 1	20	50	80	PD	5	Completed	2018

Result Code/Note Key:

PD (Pass with Distinction) • CD (Condoned Distinction) • P (Pass) • CP (Condoned Pass) • F (Fail) • FES (Failed Examination subminimum, failed overall) • ACI (Academic Credit - Internal) • CR (Academic Credit - External) • ECC (Exempt due to curriculum change) • SUP (Qualify for a Supplementary Exam) • DNQ (Did not qualify for examination entry) • N/A (Not Applicable) - At this stage

Notes

18017084



REGISTRAR (The IIE)

The IIE reserves the right to effect changes to this document if necessary.

Please contact your campus if you have any queries or request for official results prior to graduation for employment purposes.

FATIMA UTSULO

2076 Zulu street | 076 610 1469 | fatimautsulo@gmail.com

Hiring manager

Dear hiring manager:

Thank you for the opportunity to apply for the job position at your company. I am an hardworking recent graduate from Rosebank College. Throughout my academic year I was consistently praised as focused by my peers and professors, while working on academic and extracurricular projects. I developed proven communication, creative thinking, and problem solving skills, which I hope to leverage them.

After reviewing my resume, I hope you will agree that I am the type of competent you are looking for. I can be relied upon to help your company achieve its goals. Please contact me at (076) 610 1469 or via email at fatimautsulo@gmail.com.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely

Fatima utsulo

I.D. No. 970709 0447 088



S.A. CITIZEN

NOTICE OF PERSONAL PARTICULARS

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

NOTICE OF CHANGE OF ADDRESS

- 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.
- Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

SURNAME
UTSULO

FORENAMES
FATIMA RASEBILA

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1997-07-09

DATE ISSUED
2013-07-22



ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

I CERTIFY THAT THE ABOVE
 ORIGINAL HOLDER'S
 IDENTIFICATION NUMBER IS
 VALID FOR THE PURPOSES OF
 THE IDENTIFICATION ACT
 1997.

MAGISTRATE
 FOR THE DISTRICT OF...
 (Signature)

I CERTIFY THAT THE ABOVE
 ORIGINAL HOLDER'S
 IDENTIFICATION NUMBER IS
 VALID FOR THE PURPOSES OF
 THE IDENTIFICATION ACT
 1997.

(Signature)



THE INDEPENDENT INSTITUTE OF EDUCATION (PTY) LTD
 09 JUL 2020
 COMPANY NO. 2007/HE07/002
 HIGHER EDUCATION ACT, 1997 (REG. NO. 2007/HE07/002)

Certificate of

PARTICIPATION

This certificate acknowledges that

Fatima Utsulo

participated in the

Environmental Forum

facilitated by Rosebank College

Signature: *[Handwritten Signature]*
 Name: *[Handwritten Name]*
 Position: *[Handwritten Position]*
 Date: *[Handwritten Date]*

Signed: _____ Date: 26 October 2018

 Name: *[Handwritten Name]*

Rosebank College is an educational brand of The Independent Institute of Education (Pty) Ltd which is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 (reg no. 2007/HE07/002). Company registration number: 1987/004754/07.



CS Executive Secretary LIVE

Certificate of Attendance

This is to certify that

Fatima Rasebila



has attended and completed the two-day training and conference at
Executive Secretary LIVE

7 & 8 September 2018
Johannesburg, South Africa



L Brazier

Lucy Brazier

CEO Marabon Publishing
Conference & Training Director





CERTIFICATE OF COMPLETION

This is to certify that

FATIMA UTSULO

ID 970709 0447 088

Has successfully completed the requirements for

END USER COMPUTING

As required by the following Unit Standards:-

UNIT STANDARD TITLE	US NO	NOF LEVEL
USING ICT IN THE ORGANISATION – PC INTRO	117925	3
USING MICROSOFT OFFICE WORD, LEVEL 1& 2	116/718	3
USING MICROSOFT OFFICE POWERPOINT	116/713	3
USING MICROSOFT OFFICE EXCEL, LEVEL 1&2	116/717	3
USING A WEB BROWSER INTERNET & EMAIL	116/731	3
USING MICROSOFT OFFICE ACCESS	116/736	3



Date issued: 06 August 2018

Certificate Number: 2018-BPCDC039

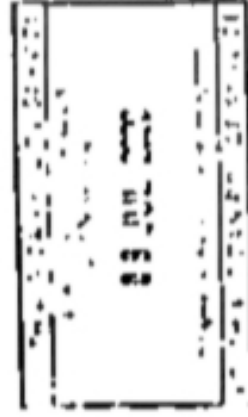
BATHO-PELE CENTRE MANAGER

SIYAFUNDA CTC DIRECTOR

[Handwritten signature]
[Handwritten signature]
mict-La

Ⓒ Executive Secretary LIVE

Certificate of Attendance



This is to certify that

Fatima Utsulo

**has attended and completed the two-day training and conference :
Executive Secretary LIVE**

**28 & 29 February 2020
Johannesburg, South Africa**

Lucy Sibiye

**Executive Secretary
South African Police Service**

Ⓒ