

CURRICULUM VITAE
OF
KANYANE BELINDAH MAMETJA
078 203 4327 / 073 516 0366 belindahmametja@gmail.com

PROFILE

I am a motivated individual with a Safety Management Diploma and hands-on experience in administration, legal office support, messenger duties and retail customer service. Skilled in document control, record management, communication and implementing workplace safety practices. I work efficiently both independently and as part of a team. I have a solid understanding of National Environmental Management Act, National Water Act, Occupational Health and Safety Act 85 of 1993 and the Mine Health and Safety Act No. 29 of 1996 and their regulations. I am looking for an opportunity to contribute to organisational safety, compliance and smooth office operations.

PERSONAL INFORMATION

Gender : Female
Nationality : South African
Race : African
Address : 3728 Phasha Street Ackerville
Witbank
1039
Languages : Sepedi, English, Sesotho, IsiZulu, Afrikaans, IsiNdebele and Setswana
Driver License : C1 (Code 10)

EDUCATION & QUALIFICATION

Name of Institution : Funda Institute
Course : Environmental Management System ISO 14001 (Short Course)
Year completed : 2025

Name of Institution : Vaal University of Technology
Course : Diploma in Safety Management
Year completed : 2024

Name of School : Maphadime Secondary School
Course : Matric
Year completed : 2006

KEY SKILLS

- Computer Literacy – Proficient in Microsoft Word, PowerPoint, Excel and Outlook
 - Communication Skills
 - Critical Thinking and Problem Solving Skills
 - Observation Skills
 - Ability to Work Individually and as a Team
-

- Emergency Response Awareness

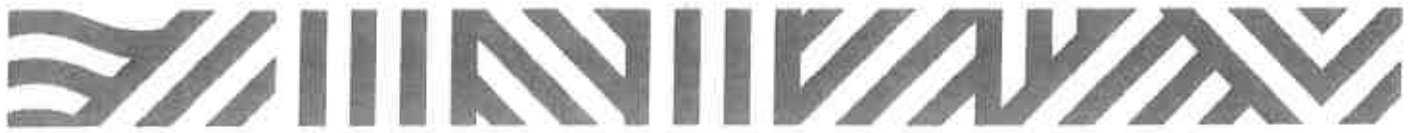
WORK EXPERIENCE

Company : Pick n Pay
Position : Sales Assistant (2021-2022)
Duties : Operating till and processing payments.
Check expiry dates and remove expired or damaged items to maintain quality.
Ensure store safety and hygiene. Receive, unpack and organize stock.
Maintain store cleanliness.
Ensure correct pricing and promotional labels

Company : Rampora Attorneys
Position : Administration Clerk and Messenger (2018-2020)
Duties : Drafting letters and emails to clients, courts other external bodies.
Making appointments and scheduling meetings.
Organizing client files, documents, records and ensuring confidentiality.
Ensuring proper archiving of closed files.
Answering and screening calls, taking messages and managing email queries.
Assisting with logistical arrangements for meetings, hearings and delivering
sermons to clients and lawyers.
Communicating with courts to request necessary documents.

REFERENCES

- 1) Ms. M Van der Bank (Lecturer)
016 950 7534
marjonevdb@vut.ac.za
- 2) Mr S Dlamini (Manager)
013 265 1261
fianefurse@pnp.co.za
- 3) Mr JM Rampora Attorneys
068 365 4822 / 087 803 5816
admin@imramporaattorneys.co.za



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

24-MAR-2025

Dear MS KB MAMETJA

Student Number: 221907033

ID Number: 8810170596088



GRADUATION CONFIRMATION LETTER AND CEREMONIES INVITATION

On behalf of the Vaal University of Technology (VUT), I am pleased to inform you that according to our records you have completed all requirements to qualify for the award of **DIPLOMA IN SAFETY MANAGEMENT** which will be awarded / conferred to you through the ceremony scheduled for **April 2025**.

The ceremony is a very important occasion for both the University and the students to whom awards will be made. You are therefore requested to give your full co-operation to make a success of the ceremony and give it the solemnity it deserves. Students who are not present at the ceremony will have to pay a graduation "in absentia" fee of **R130.00** before the qualification is issued to them after the ceremony. A maximum of two guests per student will be allowed and children under 10 years of age will under no circumstances be admitted to the hall. Admission cards for the ceremony will be collected on the ceremony day at the same venue where gowns will be issued. These cards should be shown at the entrance of the hall for admission. Please note that admission to the hall will be on a first come first-serve basis as space is limited.

Graduandi/diplomandi should report at the main entrance of the **Desmond Tutu Great Hall** where an admission card will be exchanged for a qualification card with a seat number. You are requested to be seated **30 minutes** before the start of the ceremony and the doors will be closed 15 minutes before the start of the ceremony. Official photographers will be in attendance during and after the ceremony, should you wish to have a photo taken in your academic dress. **NO OTHER PHOTOGRAPHERS WILL BE ALLOWED IN THE HALL.** The hiring of academic wear will only be done on the day of the ceremony. All graduandis and diplomandis attending the ceremony must wear the correct academic dress. The University has appointed Dippenaar & Reinecke as an official supplier of academic attire. All Graduandis/

Diplomandis are STRONGLY advised to wear the recommended attire. No other attire will be accepted other than that provided by Dippenaar & Reinecke.

If for any reason, the ceremony must be cancelled, the University shall not accept liability for any costs incurred by the student and/or relatives in the process of attending such ceremony. **Masters and Doctoral** Graduandi should ensure that they submit the two (2) books and a PDF version of their Dissertation/Theses to the Examination Office B110 before graduating at this e-mail: thesis.submit.grads@vut.ac.za.

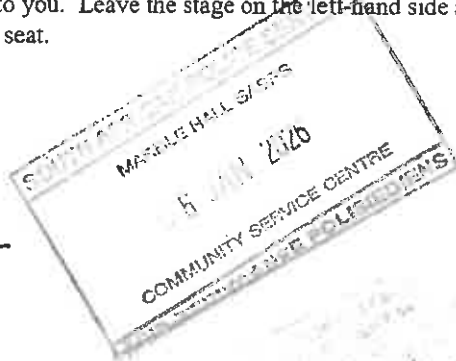
PROCEDURE FOR RECEIVING DEGREES / DIPLOMAS

1. You must be dressed in a gown with a hood draped over your left arm. A member of the University personnel will signal when you should proceed to the stage.
2. You will hand your qualification card, kept in your right hand to the Executive Dean of the relevant Faculty, who will present you to the audience.
3. Proceed to the Vice-Chancellor, who will be seated in the middle of the stage.
 - 3.1. **Diplomandi:** Turn and face the Vice-Chancellor for congratulation and handshake.
 - 3.2. **Graduandi:** Turn to the Vice-Chancellor, kneel on the bench, and bend your head towards the Vice-Chancellor.
4. Proceed to the Registrar, who will be standing on the left-hand side of the stage. Turning with your left shoulder, present the hood draped on your left arm to the Registrar and turn to face the audience. You will now be hooded by the Registrar. The placing of the hood around your neck is an official confirmation that the qualification has been conferred to you. Leave the stage on the left-hand side and receive your certificate in front of the stage. Proceed to your seat.

Yours faithfully,



Registrar





24-MAR-2025

**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

COMPLETION LETTER

MS KB MAMETJA

221907033

8810170596088

According to our records you have completed
all requirements to qualify for the award of

DIPLOMA IN SAFETY MANAGEMENT

This qualification will be awarded / conferred to
you through the ceremony scheduled for April 2025.

This confirmation letter is only valid until the day on which
the qualification is awarded/conferred. In case of any error
the University reserves the right to withdraw this letter.

Yours faithfully

Registrar



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

ACADEMIC TRANSCRIPT

TITLE, NAME AND SURNAME:
ADDRESS:

MS MAMETJA KANYANE BELINDAH
P O BOX 149
MASEMOLA
SEKHUKHUNE
LIMPOPO
1060

STUDENT NUMBER:
ID NUMBER:
DATE OF BIRTH:
GENDER:
DATE OF ISSUE:

221907033
8810170596088
17-OCT-1988
FEMALE
25-MAR-2025

2022

QUALIFICATION:
DURATION:
OFFERING:

DI0420 - DIPLOMA IN SAFETY MANAGEMENT
3
VAN DER BIJLPARK FULL TIME

SUBJECT CODE	SUBJECT DESCRIPTION	EXAM TYPE	FINAL MARK	RESULT DESCRIPTION
SEMESTER ONE				
ASICT1A	ICT SKILLS 1	N	87	PASS WITH DISTINCTION
BBMAX1A	BUSINESS MANAGEMENT 1.1	N	75	PASS WITH DISTINCTION
HLOSX1A	OCCUPATIONAL HEALTH AND SAFETY LAW 1.1	N	59	PASS
HLRIX1A	RISK MANAGEMENT 1.1	N	82	PASS WITH DISTINCTION
HLSPX1A	SAFETY PRINCIPLES AND PRACTICE 1.1	N	76	PASS WITH DISTINCTION
SEMESTER TWO				
ASSMY1A	COMPUTING FOR SAFETY MANAGEMENT	N	88	PASS WITH DISTINCTION
BBMAY1A	BUSINESS MANAGEMENT 1.2	N	82	PASS WITH DISTINCTION
HLOS1A	OCCUPATIONAL HEALTH AND SAFETY LAW 1.2	N	60	PASS
HLRIY1A	RISK MANAGEMENT 1.2	N	65	PASS
HLSPY1A	SAFETY PRINCIPLES AND PRACTICE 1.2	N	77	PASS WITH DISTINCTION



2023

QUALIFICATION:
DURATION:
OFFERING:

DI0420 - DIPLOMA IN SAFETY MANAGEMENT
3
VAN DER BIJLPARK FULL TIME

SUBJECT CODE	SUBJECT DESCRIPTION	EXAM TYPE	FINAL MARK	RESULT DESCRIPTION
SEMESTER ONE				
BAQUX1A	QUANTITATIVE TECHNIQUES 1.1	N	81	PASS WITH DISTINCTION
BHPFX1A	THE PERSONNEL FUNCTION 1.1	N	92	PASS WITH DISTINCTION
HLOSX2A	OCCUPATIONAL HEALTH AND SAFETY LAW 2.1	N	85	PASS WITH DISTINCTION
HLSPX2A	SAFETY PRINCIPLES AND PRACTICE 2.1	N	55	PASS
SEMESTER TWO				
BAQY1A	QUANTITATIVE TECHNIQUES 1.2	N	79	PASS WITH DISTINCTION
BHPFY1A	THE PERSONNEL FUNCTION 1.2	N	78	PASS WITH DISTINCTION
HLOS2A	OCCUPATIONAL HEALTH AND SAFETY LAW 2.2	N	83	PASS WITH DISTINCTION
HLSPY2A	SAFETY PRINCIPLES AND PRACTICE 2.2	N	66	PASS

VAAL UNIVERSITY OF TECHNOLOGY
EXAMINATIONS
PRIVATE BAG X021
VANDERBIJLPARK
1900
TEL: 016 950 8471 / 75987871
FAX: 016 880 8731

2024

QUALIFICATION:

DI0420 - DIPLOMA IN SAFETY MANAGEMENT

DURATION:

3

OFFERING:


VAN DER BIJLPARK FULL TIME

SUBJECT CODE	SUBJECT DESCRIPTION	EXAM TYPE	FINAL MARK	RESULT DESCRIPTION
SEMESTER ONE				
BAFMX1A	FINANCIAL MANAGEMENT 1.1	N	76	PASS WITH DISTINCTION
HKSLX1A	LANGUAGE AND LIFE SKILLS 1.1	N	82	PASS WITH DISTINCTION
HLOSX3A	OCCUPATIONAL HEALTH AND SAFETY LAW 3.1	N	79	PASS WITH DISTINCTION
HLSPX3A	SAFETY PRINCIPLES AND PRACTICE 3.1	N	68	PASS
SEMESTER TWO				
BAFMY1A	FINANCIAL MANAGEMENT 1.2	N	75	PASS WITH DISTINCTION
HKSLY1A	LANGUAGE AND LIFE SKILLS 1.2	N	75	PASS WITH DISTINCTION
HLOSY3A	OCCUPATIONAL HEALTH AND SAFETY LAW 3.2	N	92	PASS WITH DISTINCTION
HLSPY3A	SAFETY PRINCIPLES AND PRACTICE 3.2	N	61	PASS

The above mentioned student formally satisfied all the requirements for the **DIPLOMA IN SAFETY MANAGEMENT** as at **31-DEC-2024** and officially conferred to him/her on **11-APR-2025**.

CERTIFICATE OF CONDUCT

It is hereby certified that the student is/was registered for the abovementioned year/years at the University and that his/her behaviour/conduct is/was satisfactory. (In respect of students who are enrolled, this declaration is valid as at the date of issue). This document is issued without omission or change in any form.



GL Mofokeng

ON BEHALF OF THE UNIVERSITY REGISTRAR



VIAAL UNIVERSITY OF TECHNOLOGY
EXAMINATIONS
PRIVATE BAG X021
VANDERBIJLPARK
1900
TEL: 016 950 9171 / 75987871
FAX: 016 950 9731

MS KANYANE BELINDAH 8810170596088

UMALUSI



Council for Quality Assurance in General and Further Education and Training

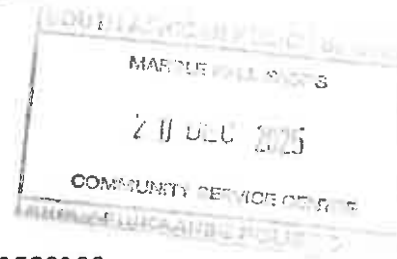
SENIOR CERTIFICATE

Awarded to

KANYANE BELINDAH MAMETJA

Identity number

8810170596088



Subjects passed

Sepedi : First Language
 Afrikaans : Second Language
 English : Second Language
 Mathematics
 Physical Science
 Biology
 Aggregate

HG	B	70%-79%
HG	F	33,3%-39%
HG	D	50%-59%
SG	B	70%-79%
SG	E	40%-49%
SG	E	40%-49%
	S	950-1199

ENDORSEMENT
None

With effect from

December 2006

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.



070 7190 3231 H



REPUBLIC OF
SOUTH AFRICA

This certificate is issued without alteration or erasure of any kind

DRIVING LICENCE
LAISENSE YA GO OTLELA
 CARTE DE CONDUCIA

KE KHETI.F

ID No: 02/8810170596088 **FEMALE**

Birth/Trasibetso: 21/10/1968 Race/Etso: **1**

Lic. No. /Al. No.: 82550000003 No.: **1**

Valid/Sehloko: 21/10/2021 - 20/10/2026

Reason/Thopetso: **21**

Class/Classo: **C1**

Valid until /Khatetso ya sehloko: **0**

Valid until /Thopetso ya etso: **21/10/2026**



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD



Surname:
MAMETJA

Names:
KANYANE BELINDAH

Sex:
F

Nationality:
RSA

Identity Number:
8810170690088

Date of Birth:
17 OCT 1968

Country of Birth:
RSA

Status:
CITIZEN



Signature




MANUEL P. ...
 8 DEC 2025
 COMMUNITY SERVICE CENTRE

[Handwritten signature]

DRIVER RESTRICTIONS

A  **A1**  **B**  **C1**  **EB**  **EC** 

A1  s 125 cc
B  GVM ≤ 3500 kg
C1  GVM ≤ 10000 kg
EB  GVM ≤ 12000 kg
EC 

RESTRICTIONS

P  permission required in (DVS) permit

This card has been issued by the
 Department of Home Affairs in terms of the
 Identification Act, Act 68 of 1997

Date of issue:
 31 OCT 2021

If found please return to the Department of Home Affairs
 For enquiry or verification purposes contact 0800 60 11 00

117560398









CERTIFICATE OF COMPLETION

This is to certify that

KANYANE BELINDAH MAMETJA

Identity Number : 8810170596088

has successfully completed the Short Course in

Environmental Management Systems : ISO 14001

SAQA ID: 264458 | NQF Level 5

Certificate No: 2519137547

Date Issued: 04-12-2025

SAQA

QUALITY ASSURANCE MANAGER

