

# **KHUTSO VERONICA SESHOKA**

Bonaero Park, South Africa

☎ 072 736 7330 / 063 678 2438

✉ veronicakhutso97@gmail.com

🌐 LinkedIn: [www.linkedin.com/in/khutsoveronica-seshoka-112638251](http://www.linkedin.com/in/khutsoveronica-seshoka-112638251)

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## **PROFESSIONAL SUMMARY**

Enthusiastic, initiative-taking, and hardworking Business and Office Administration professional with hands-on experience across logistics, procurement, field service, HR, training, planning, production, and health and safety departments. Highly people-oriented, adaptable, and eager to continuously develop professional skills. Proven ability to work collaboratively in fast-paced environments while maintaining accuracy, organization, and strong communication.

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## **CORE SKILLS**

- SAP, D365, Passport 360
  - Microsoft Excel (VLOOKUP), Word, PowerPoint, Outlook
  - Learning Management Systems (LMS)
  - Office & Business Administration
  - Procurement & Logistics Support
  - Health & Safety Compliance
  - Data Capturing & Reporting
  - Switchboard & Front Desk Operations
  - Customer & Stakeholder Communication
  - Timekeeping, Payroll & Timesheet Administration
- 

## **WORK EXPERIENCE**

### **Business and Office Administration Intern**

**FLSmidth** | 2023 – 2025

#### **Field Service Department**

- Reconciled project hours and updated employee competencies on Passport 360
- Updated proposals and project status tracking platforms

- Booked training requests for personnel at customer sites
- Scanned and maintained acceptance certificates, timesheets, and daily diaries
- Prepared affidavits and distributed PPE to site personnel
- Created project files and folders for site shutdowns and drawings
- Requested site access for employees attending customer sites

### **Logistics and Spares Department**

- Captured spare parts requests and compiled customer quotations
- Liaised with technical experts to identify correct parts and part numbers
- Obtained supplier quotations and assisted with purchase orders
- Coordinated equipment and spare parts deliveries
- Communicated order and delivery status updates to customers
- Prepared delivery notes and labels, updated shipment documentation

### **Procurement Department**

- Maintained procurement spreadsheets and SAP records
- Processed approved requisitions and reviewed for accuracy
- Expedited purchase order acknowledgements with vendors
- Corresponded with suppliers regarding pricing, availability, and delivery
- Assisted with administrative procurement processes

### **Planning Department**

- Sent enquiries to suppliers and assisted with job pack creation
- Opened sales orders and created purchase requisitions in Daphroh/SAP
- Built cost sheets for smaller orders
- Updated daily production meeting minutes
- Assisted with SAP time confirmations and unplanned work steps

### **Production Department**

- Reviewed and recorded timesheets and leave forms
- Calculated overtime and actual working hours
- Updated timesheet tracking registers and followed up on outstanding entries
- Processed expense claims for weekend meal allowances
- Managed PPE stock control and production files

### **Training and HR Department**

- Coordinated new employee onboarding and orientations
- Scheduled interviews, training sessions, and company events
- Managed LMS user accounts and training schedules
- Assisted with SETA registrations and training records
- Captured departmental timesheets and maintained employee records

- Maintained physical and electronic filing systems

### **Health and Safety Department**

- Reviewed and audited safety files for compliance
- Assisted with safety audits and compiled awareness communications
- Conducted PPE stock takes and consolidation
- Shadowed safety officer on site
- Managed document printing, scanning, archiving, binding, and laminating
- Coordinated courier services and IT asset capturing
- Created purchase requisitions in SAP/Daphroh

### **Switchboard & Administration**

- Managed front desk operations and directed visitors
  - Handled incoming calls, messages, and emails
  - Responded to internal and external enquiries
  - Coordinated courier services and document dispatch
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### **Educator Assistant**

#### **Bonaero Park Primary School | 2023**

- Provided ICT support to teachers and learners
  - Assisted with Learning Management System (LMS) administration
  - Supported learners with schoolwork and online activities
  - Maintained attendance registers and learner records
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## **EDUCATION**

#### **Diploma: Industrial Management Assistant (Industriekauffrau – DIHK)**

2023 – 2025 | *Pending Graduation*

#### **Business and Office Administration – Level 5**

Institute of Certified Bookkeepers | 2023 – 2025

#### **Computer Literacy Certificate**

Eyethu Computer College | 2019

#### **National Senior Certificate**

Kgakala Secondary School | 2015

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## **TRAINING & CERTIFICATIONS**

- HIRA (Hazard Identification and Risk Assessment)
- Incident and Accident Investigation
- Basic Firefighting

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## **REFERENCES**

### **FLSmidth**

Steve Parkinson – Training Manager

☎ 083 284 4991

Nkosinokubongwa – Training Coordinator

☎ 071 568 00126

### **Bonaero Park Primary School**

Phuthi Boshomane – Principal

☎ 084 564 0292

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REPUBLIC OF SOUTH AFRICA  
NATIONAL IDENTITY CARD

**Surname**  
SESHOKA  
**Names**  
KHUTSO VERONICA  
**Sex**  
F  
**Nationality**  
RSA  
**Identity Number**  
9706250374088  
**Date of Birth**  
26 AUG 1997  
**Country of Birth**  
RSA  
**Status**  
CITIZEN



CERTIFIED A TRUE COPY OF THE ORIGINAL  
DOCUMENT. THERE ARE NO INDICATIONS  
THAT THE ORIGINAL DOCUMENT HAS BEEN  
ALTERED BY UNAUTHORISED PERSONS.

Steven William Parkinson  
Commissioner of Oaths - RO-15/11/2019

Date: 05/09/2025  
Head of Training Academy - thyssenkrupp,  
Chloor Road, Chloorkop

**Conditions**

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

**Date of Issue**  
07 MAR 2015

If found please return to the Department of Home Affairs  
For enquiry or verification purposes contact 0800 86 11 99



001680076





DRIVER RESTRICTIONS	VEHICLE CATEGORIES	VEHICLE RESTRICTIONS
1. Name 2. Sex 3. Restricted rights	1. Passenger 2. Goods 3. Dangerous goods	1. Type 2. Maximum mass/weight 3. Maximum height 4. Bulk - 1000 kg (1700) permitted
A	A1 125 cc	
B	GVM - 3500 kg	
C1	GVM - 15000 kg	
C	GVM - 15000 kg	
EB	EC1	
EC	EC	



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*[Signature]*  
 Steven William Parkinson  
 Commissioner of Oaths - RO-15/11/2019  
 Date: 05/09/2025  
 Head of Training Academy - thyssenkrupp,  
 4 Chloor Road, Chloorkop

DRIVING LICENCE SOUTH AFRICA  
 SADC ZA SOUTH AFRICA

CARTÃO DE CONDUÇÃO  
 KV SESNOKA

Date: 02/8708250374088 FEMALE  
 Birth: 23/08/1992 ZA Restriction:  
 Licence Number: A20500013PP3 No. 1  
 Valid: 23/02/2024 - 22/02/2029  
 Issued: ZA

Class:  
 Vehicle restriction: C1  
 0  
 22/02/2024





# ICB

INTERNATIONAL  
CERTIFICATIONS FOR BUSINESS

*This is to certify that*

**Khutso Veronica Seshoka**

ID: 9708250374088

has completed the ICB Programme:

**Office Administration - Foundation Level**


**On the 10 day of April 2025**

ICB Ref No: 913220

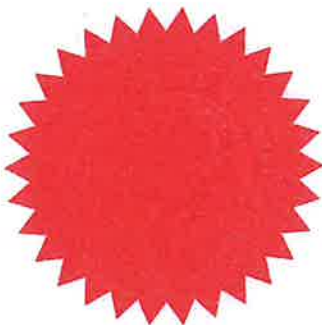
Date of Issue: 08 May 2025

Certificate number: 01006/2025

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Steven William Parkinson  
Commissioner of Oaths - RO-15/11/2019

Date: 05/09/2025  
Head of Training Academy - thyssenkrupp,  
Chloor Road, Chloorkop





Academic Manager.

Given under the seal of The Institute of Certified Bookkeepers (Pty) Ltd.

PO Box 2237, Cape Town, 8000



F A S S E T

*Make the future count*

This serves to certify that

**Khutso Veronica Seshoka**

Identity Number: 9708250374088

has successfully completed and been deemed competent in the following registered Qualification:

**Higher Certificate:**

**Office Administration**

**NQF Level: 05**

**NQF Credits: 240**

**SAQA ID: 23619**

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Steven William Parkinson  
Commissioner of Oaths - RO-15/11/2019

Date: 05/09/2025  
Head of Training Academy - thyssenkrupp,  
1 Chloor Road, Chloorkop



PQA Director



CEO

Certificate Number

F01/585/ICB53414

Date Certificate Issued

22 July 2025



**ICB**  
**INTERNATIONAL**  
**CERTIFICATIONS FOR BUSINESS**

*This is to certify that*

**Khutso Veronica Seshoka**

**ID: 9708250374088**

has completed the ICB Programme:

**Office Administration - Intermediate Level**


**On the 9 day of July 2025**

**ICB Ref No: 913220**

**Date of Issue: 22 Jul 2025**

**Certificate number: 01489/2025**

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Steven William Parkinson  
Commissioner of Oaths - RO-15/11/2019

Date: 09/09/2025  
Head of Training Academy - thyssenkrupp,  
1st floor Road, Chloorkop

  
Academic Manager.

Given under the seal of The Institute of Certified Bookkeepers (Pty) Ltd.

PO Box 2237, Cape Town, 8000



F A S S E T

*Make the future count*

This serves to certify that

**Khutso Veronica Seshoka**

Identity Number: 9708250374088

has successfully completed and been deemed competent in the following registered Qualification:

**Certificate:**


**Office Administration**

**NQF Level: 05**

**NQF Credits: 120**

**SAQA ID: 23618**

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Steven William Parkinson  
Commissioner of Oaths - RO-15/11/2019

Date: 05/09/2025  
Head of Training Academy - thyssenkrupp,  
4 Chloor Road, Chloorkop



PQA Director



CEO

Certificate Number  
F01/585/ICB52925

Date Certificate Issued  
8 May 2025



REPUBLIC OF SOUTH AFRICA

# National Senior Certificate

Awarded to

**KHUTSO VERONICA SESHOKA**

Identity number 9708250374088

Subject	%	Achievement level
Sepedi Home Language	58	4
English First Additional Language	59	4
Mathematics	35	2
Life Orientation	65	5
Agricultural Science	40	3
Life Sciences	31	2
Physical Sciences	30	2
*****		***
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Steven William Parkinson  
Commissioner of Oaths - RO-15/11/2019

Date: 08/09/2025

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher education institution concerned.

With effect from December 2015

**M. S. RAKOMETSI**  
Chief Executive Officer

160 0738 2871 N



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

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Steven William Parkinson  
Commissioner of Oaths - RO-15/11/2019

Date: 05/09/2025  
Head of Training Academy - thyssenkrupp,  
Chiloor Road, Chlookop



**EYETHU**

**NATIONAL COMPUTER COLLEGE**  
*Inspiring a brighter Future*

ACCREDITATION NO.: ACC/2017/07/0097

# E-SKILLS E-LITERACY BASIC COMPUTER TRAINING

**THIS CERTIFICATE IS AWARDED TO THE RECEIPIENT BELOW  
IN RECOGNITION OF COMPUTERS IN THE FOLLOWING  
E-LITERACY MODULES (NQF LEVEL 1)**

**KHUTSO VERONICCA SESHOKA**

NAME(S) & SURNAME

MODULES

T1- Introduction To Personal Computers

T2- TYPING SKILLS

T3- MANAGING FILES AND FOLDERS

T4- MICROSOFT WORD

T5- MICROSOFT EXCEL

T6- MICROSOFT POWERPOINT



ASSESSOR SIGNATURE

970825 0374 08 8

ID NUMBER

29 MARCH 2019

DATE OF ISSUE



  
SIGNATURE