

# TSHEPISO NGWANASERUTLE MORENA

• 251 Kutullo Village

R555 Section C

Steelpoort 1133 • tshepishady@gmail.com • 0722115145

## Education

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**Sekhukhune Tvet  
College CS Barlow**  
2019-2021

**N Diploma Management Assistant- Complete - Limpopo Motetema**

- Office Practice
- Communication
- Computer practice
- Labour Relations
- Information Processing

**High School**  
2013-2017

**Matriculated - Northern Academy - Limpopo Polokwane**

- English Home Language
- Afrikaans FAL
- Mathematics Literacy
- Accounting
- Business Studies
- Economics
- Life Orientation

## Work Experience

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**Bursary Office  
NSFAS Intern**  
01 March 2022- 31  
October 2022

**Sekhukhune Tvet College CN Phatudi - Limpopo Burgersfort**

Filling of Allowance forms.

Capturing.

Assisting with bursary applications

Attending meetings

Assisting with creating nsfas portals for applicants.

Preparations of declaration data.

Assisting with blocked accounts.

Handling queries.

Maintenance of student data.

Handling notices.

Assisting with remittance.

Verifying students declaration as it has been approved by NSFAS and payment reports.

Unlocking students accounts