



M.I. DLADLA

# CURRICULUM VITAE



Maserame Innocentia Dladla  
M.I.D

# MASERAME INNOCENTIA DLADLA

[Type your address]

## Objectives

Dedicated, Enthusiastic, Passion Driven, Strong personality, Pays attention to details

Can Work Independently and in a Team, fully committed.

## Have Four (4) Dependents

## Experience

### **Northern Cape Provincial Legislature ▪ Cnr. Nobengula Street Galeshewe Kimberley**

Registry Clerk 2023 – to date

Visitor's Program Organiser 2022

Petitions Officer 2021 – 2022

Private Secretary to the Speaker 2016-2020

Translator Hansard 2019

Outreach Officer 2019

Appointment Secretary to the Speaker 2014 - 2016

### **African National Congress 42 Du Toitspan Road Kimberley**

#### **(Northern Cape Province)**

Office Manager 2010 – 2014

Acting Provincial Administrator 2005 – 2010

Acting Provincial Bookkeeper 2004 – 2009

Provincial Membership Officer May 1999 - 2010

Acting Receptionist, Acting Regional Membership Officer (**Francis Baard**) and Acting PA to the Provincial Secretary

## **Skills**

- Computer Literacy
- Management and Leadership Skills
- Administration Skills and Human Resource Management
- Ability to Multi – task
- Can work under extreme pressure
- Time Management and work on a time Frame
- Innovative and Creative ways of Solving problems
- Ability to do Project Management and Event Management work/tasks
- Driver's License – Code 8 (B)

## **Education**

### **Stadio Higher Education – 2025**

#### **Higher Certificate in Management**

Entrepreneurship, Fundamentals of Business Communication, Management, Fundamentals of Business Studies, Public Sector Management, Public Supply Chain Management

### **Phatsimang FET College, Kimberley - 2018**

#### ▪ N4, N5, N6 - **Public Management**

Municipal Administration, Public Law, Public Finance, Public Administration, Communication, Entrepreneurship, Computer Practice

- Certificate in Bookkeeping – Ernst & Young Accountants - 2008
- Principle of Public Relation – Damelin
- National Senior Certificate – Northern Cape Urban FET College - 1998
- Tlhomelang High School - Matric

## **Other Achievements & Activities**

- Nominated National Executive Committee (NEC) member for the African National Congress (ANC)
- Received training in different fields e.g from the Human Rights Commission (Northern Cape)

## **References**

Dr. Zamani Saul – Premier of the Northern Cape Province and Provincial Chairperson ANC-

Ms. Dolly Swazi – Former Ward Councilor and current ANC Veterans League PEC member –

Ms. Nombulelo Modise – Former Ward Councilor