
CURRICULUM VITAE

MPHAKE DAVID MOTHIBEDI

**1161 MAMELODI GARDENS
EXT 2 MAMELODI EAST
0122**

South Africa

Telephone 0724300712

E-Mail: david.mphake@topexec.co.za

PERSONAL PARTICULARS

DATE OF BIRTH	:	1953-09-10
ID NUMBER	:	5309105550081
AGE	:	50 years
GENDER	:	Male
NATIONALITY	:	South African Citizen
MARITAL STATUS	:	Married
DEPENDANTS	:	3
HOME LANGUAGE	:	N sotho (speaks, read & write)
OTHER LANGUAGES	:	English (speaks, read & write) Afrikaans (Speaks, read & write)
HEALTH	:	Excellent
CRIMINAL OFFENCES	:	None

SECONDARY EDUCATION

LAST SCHOOL ATTENDED : Mohlabeltse High School
HIGHEST STANDARD PASSED : Grade 12
YEAR COMPLETED : 1988
SUBJECTS PASSED : English, N sotho, Economics,
Business Economics, Accounting

TERTIARY EDUCATION

COMPLETED STUDY : Diploma (150 FAIS CREDITS)
ORGANISATION : PSG KONSULT
PERIOD OF STUDY : 1 Year (2007)
SUBJECTS PASSED : See attachment

COMPLETED STUDY : Diploma: Insurance
ORGANISATION : PSG Academy
PERIOD STUDY : 2007 (1 Year)
FULL TIME / PART TIME : Full Time

PRACTICAL TRAINING

Admin : 05-03-07 To 30-07-07=(5MS)
Policy Files Open/Filing/Mailing-
Stationery & Scanning
Underwriting : 01-08-07 To 30-12-07=(5MTHS)
Client Service/Policy Cancelled-
Re-Instate & NCB
Claims : 02-01-08 To 30-05-08=(5MTHS)
Client Service/Claims Registration
Payment & Finalise/All Quiries
Legal : 01-06-08 To 30-10-08=(5MTS)
LegalT/ P/ Recovery All Quiries

EMPLOYMENT HISTORY

INSTITUTION

TOPEXEC MANAGEMENT BUREAU (PTY) LTD

PERIOD Present
RANK New Claims Clerk
EXPERIENCE: Capturing, Negotiations, Loading Policies
Sent To Metro Files,

REFERENCE

MRS A ENGELBRECHT Ass Claims Manager
012 3692933
0835397247

PREVIOUS EMPLOYER NBS BANK LTD
PERIOD 10 Years 02-01-1989 To 30-12-1999
RANK Cashier/Client Service/Acc Open/Bond Registration
And cancellation/Bond Validation/ /Bank Release-
All Enquiries/Listing/Coding.

REFERENCES

NONE REFERENCE BANK CLOSED DOWN (NBS BANK LTD)

Mrs. A ENGELBRECHT Ass Claims Manager (TOPEXEC MANAGEMENT)
(012) 369 2933
0835397247

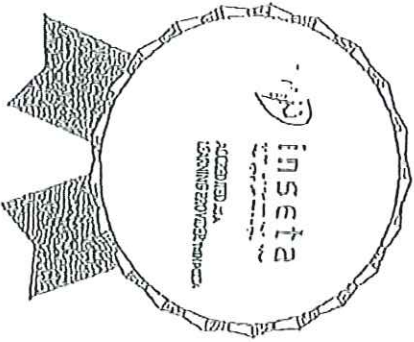
FFTC: SHORT TERM INSURANCE NOF LEVEL 4
SAQA ID: 49929


THIS CERTIFICATE IS AWARDED TO

Molisele David Mphahlele

ID: 530910 5550 081

IN RECOGNITION OF THE 2007 - 2008 LEARNERSHIP




Lynette Hartweg


Koos Serfontein


Helen Robb

8 July 2008



Kwelanga
TRAINING

Certificate of Attendance

THIS IS TO CERTIFY THAT

D Mphake

HAS ATTENDED AND SUCCESSFULLY COMPLETED THE
FOLLOWING COURSE

Quality Customer Service

Date: 02-03 August 2010

E. Mulet

Training Director

W. Jansen 12/8/10

WILLIE JANSEN

Blok / Block B, Corporate 66 Kantoopark / Office Park,
269 Von Willich Laan / Ave. De Hoewes, Centurion
Kommissaris van Ede
Prokureur R.S.A.

GESERTIFISEER 'N
WARE AFSKRIF
VAN DIE
OORSPRONKLIKE

Training Provider: Kwelanga Training
Accreditation number: 2211
QCS533/26