

Lizy Dibala

Personal Info

📍 Marapong Ext 01 Thutlwa str
1227, Lephale, 0556, South
Africa

☎ 0606809904/ 0728683619/
0795659109

✉ dibalalizy@gmail.com

Nationality
South Africa

Driving License
Code 8

Date of birth
29 December 1992

Skills

Computer literate (Microsoft word,
Excel, Outlook Express, Pastel
Accounting, Pastel Payroll
COUPA)

Clean driving License

Fluent English (Writing and
Verbal)

Communication

Interpersonal skills

Attention to detail

Leadership

Teamwork

Languages

Sepedi

English

Tswana

Summary

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with experience in Administration and construction team leader. I am excellent in working with others to achieve a certain objective on time and with excellence. In my previous role, I improved the performance, operations and productivity of my team.

Education

Grade 12, Phegelelo high School
2012

- Sepedi, English, Life Orientation
- Accounting, Economics & Business Studies

Diploma in Business Management, Lephale Tvet College
January 2013 - December 2016

- Financial Accounting N4
- Entrepreneurship and Business Management N4-N6
- Computer Practice N4-N6
- Management Communication N4
- Sales Management N5-N6
- Computerised Financial Accounting N4
- Personnel Management N4

Diploma in Human Resources Management, Lephale Tvet College
January 2019 - August 2021

- Entrepreneurship Management N4
- Computer Practice N4 - N6
- Management Communication N4
- Personnel Management N4 – N6
- Labour Relation N5- N6
- Personnel Training N5 - N6

Courses

SHE Representative, NOSA College
February 2026

POPIA Compliance, NOSA College
February 2026

Hazard Identification & Risk Assessment (HIRA), DEKRA Institute of Learning
September 2024 - September 2026

Legal Liability, DEKRA Institute of Learning
September 2024

Incident Investigation, DEKRA Institute of Learning
September 2024

Fall protection plan, Striving Minds Academy
October 2024 - October 2026

SAFETY FILE, FUNDA Intitute

Work Experience

Site Team Leader, Greenville Trading 423cc (Matimba Power Station under Siemens Energy) (End of Project)

August 2024 - February 2025

- Daily toolbox talk and DSTI before continuing with daily tasks
- Building two guard houses, waste collection area and three septic tanks.
- Installation of five carports and eating area shelter .
- Installation of paving at eating area .
- Laying small stones around the yard 100/100 meters .
- Plumbing connection.
- Trenching and pulling cable from Siemens yard to Eskom substation.
- Installation of floodlights wooden poles.

General Admin Clerk, Greenville Trading 423cc (End of Contract)

February 2022 - May 2023

- Involved in the typing and creation of documents as well as the processing of clients' information
- Assisting with employee labour related queries and accurate record keeping.
- Booking of medical examinations for employees who are working on site
- Managing employees pay wages and printing out of payslips.
- Capturing customers invoice, Purchase orders and responding to RFQ on COUPA
- Managing the telephone and photocopy machine
- Updating and monitoring the HR information System (Sick leave, union activities, days off, family responsibilities, etc)
- Receive, prepare, Verify and process invoices and coding payment documents & prepare quotation and purchase orders
- Capture the invoice for payments & process backup reports after data entry.
- Managing weekly cheques run and record all cheques
- Maintain the general ledger, and listing of accounts receivable and payable.
- Maintain filing system for all financial documents
- Print and distribute monthly financial reports.
- Capturing Bank statement every first week of the month also with the slips and customer, suppliers invoices.

Admin Clerk, MS Quality R Trading Enterprise (End of Contract)

March 2018 - January 2022

- Develop proposals to address clients' need, concerns and objectives.
- Doing payroll and capturing employees over-time, leaves on sage payroll.
- Capturing the purchase orders, tax invoice in sage one accounting system.
- Assist in compiling safety file for sites (SHEQ procedures)
- Providing administration support to all employees (general workers, Middle management & Directors).
- Administrating vehicles records and documents.
- Apply for tenders and RFQs.
- Making sure that all Group commercial documents (Tax Clearance, COIDA, ect.) are renewed on time before expiring dates.

- Preparing the contract for the new employees and capturing their details on the system.
- Compile and analyse the daily reports.
- Responding to emails and telephone calls and photocopying service

Sales Assistant, 3 Dimension Enterprises Holdings (PTY)LTD (Trading as Greendot Supplier) (End of Contract)

November 2016 - February 2018

- Capturing the purchase orders and tax invoices on COUPA
- Store Cashier.
- Loading the stock on the shelves.
- Loading the stock on the humble till system
- Getting quotation from different suppliers.
- Handling cash transactions between customers and retails store
- Placing orders from our suppliers every month.
- Apply for tenders and RFQs

References

Patient Bopape, Greenville Trading 423cc
greenlect@gmail.com | (073) 078-5242

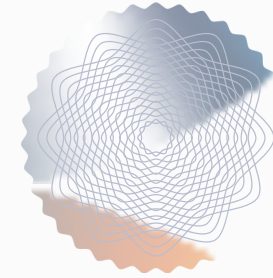
Sarina Malatji, MS Quality R Trading Enterprise
info@msquality.co.za | 014 763 1893 / 071 685 5875

Joyce Ngoepe, 3 Dimension Enterprises Holdings (PTY)LTD (Trading as Greendot Supplier)
sales@green-dot.co.za | 014 763 1068/028 675 0197

February 20, 2026

Cert No 38321

Certificate of Completion



This certificate is awarded to

Lizy Dibala

For completing the online program

SAFETY FILE

This is to certify the successful completion of this program and the fulfillment of all its requirements. The recipient demonstrated dedication and commitment and acquired a wealth of knowledge and skills through the program. May this serve as a testament to their hard work and future success.

Dr. BP Malinga
Chief Executive Officer



Verified
2 CPD Points



striving
minds
A C A D E M Y

MerSETA:17-QA/ACC/1493/18
Reg: No. 2014/042300/07
CETA:ACC/17/07/00047
TETA: 16-728
DoL No. 694

INCORPORATION OF HEALTH AND SAFETY STANDARD IN TERMS OF SECTION 44(1)
OF OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 DRIVEN MACHINERY REGULATIONS 18(11)

This is to certify that

LIZY DIBALA

ID NO: 921229 0277 08 8

*Has been examined and assessed and has been found to
be competent in:*

**Assess a worksite for work at height and prepare
a fall protection plan**

Course Content

SAQA ID :229994	MACHINE CODE:N/A
RESTRICTION :N/A	NQF LEVEL:04
ASSESSOR NAME :D MUZONDI	CREDITS:03
ASSESSOR CETA REG:00673	ATTACHEMENTS:N/A

Issue date: 03/10/2024
Expiry date: 03/10/2026
Result: **COMPETENT**



Certificate No.FP24-SM0277

Dewine

DIRECTOR TRAINING MANAGER

[Signature]

CHIEF EXECUTIVE OFFICER

43 Pretoria Road, Falstaff Building, Kempton Park, Tel: +27 11 970 1515 www.strivingmindsacademy.com

DRIVING LICENCE
CARTE DE CONDUITE
L DIBALA
 ID No: 9212290277088
 Birth: 23/12/1992
 Licence Number: 407/0006223 No. 1
 Issue: 11/09/2015 10/09/2020
 Code: 11/02/2015
 Vehicle restriction: 11/02/2015

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Sumame: DIBALA
 Names: LIZY
 Sex: F
 Nationality: RSA
 Identity Number: 9212290277088
 Date of Birth: 29 DEC 1992
 Country of Birth: RSA
 Status: CITIZEN

Signature: *Lizy Dibala*

AF MEERDE DOKUMENT N WARE AFDRUK (AFSKRIF) IS VAN
 OORSPRONKELIKE DOKUMENT AANGENEEM. MY VIR WAARNEMING VOORGELE
 EN HET OORSPRONKELIKE DOKUMENT AANGENEEM. DAAR NIE 'N
 VERANDERING OF TOEWYNGE IN DIE OORSPRONKELIKE DOKUMENT AANGENEEM.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS PRESENTED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

Signature: *[Signature]*

MAGSNOMMER / FORCE NUMBER: 2627088 RANG / RANK: RANG / RANK
 NAAM IN DRUKSKRIF / NAME IN PRINT: *[Name]*

DRIVER RESTRICTIONS
 1. Right eye
 2. Left eye
 3. Prosthetic limb

VEHICLE CATEGORIES
 1. Buses
 2. Goods
 3. Dangerous goods

VEHICLE RESTRICTIONS
 1. None
 2. Automatic transmission
 3. Restricted powers
 4. Partially disabled
 5. 2000 cc engine or 1000 cc power

A 125 cc
 B 3500 kg
 C1 3500 kg
 C 3500 kg
 EB 3500 kg
 EC 3500 kg

[Fingerprint]

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: 23 MAY 2018
 If found please return to the Department of Home Affairs For enquiry or verification purposes contact 0800 90 11 90

RSA

107726262

[Signature]

SUID-AFRIKAANSE POLISIEDIENS
 LEFSAATLE SAPS
 2026-01-26
 FINANCE
 SOUTH AFRICAN POLICE SERVICE



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Lizy Dibala



Identity number 9212290277088

Subject	Achievement %	level
Sepedi Home Language	62	5
English First Additional Language	51	4
Life Orientation	58	4
Accounting	48	3
Business Studies	38	2
Economics	47	3

[Signature]
 M. S. LAKOMETSU
 Chief Executive Officer

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2012

M. S. LAKOMETSU
Chief Executive Officer

130 0402 3000 F



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

3 9 8 7 5 9 3

(See reverse for more information)



NOSA COLLEGE

Part of Safetycloud



Certificate of Competence

This certificate is proudly presented to

Lizy Dibala

9212290277088

For achieving competency in

SHE Representative

Course date

10/02/2026

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIEF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIP WAARNEEMING VOORGELEIS IS. EK SERTIFISEER VERDER DAT, VOLGENS MY OBSERVASIES, DAAR NIE 'N WYSGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANBRING IS NIE.
I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

MATRSNOEMER
FORCE NUMBER
NAAM
AFDRUKSKRIEF
AFDRUKSKRIEF

HANDTEKENING
SIGNATURE
Lizy Dibala
9212290277088
Lizy Dibala

Chantal Gray
Managing Director



NOSA

C O L L E G E

Partner Safetycloud

Certificate of Competence

This certificate is proudly presented to

Lizy Dibala

9212290277088

For achieving competency in **POPIA Compliance**

SWID-AFRIKAANSE POLISIEDIENS
COMMUNITY SERVICE CENTRE
2026 -02- 1 /
LEPHALALE
SOUTH AFRICAN POLICE SERVICE

WAT BEWEEK DIT IS 'N WERKLOOSE KOPIE (AFSKRIF) VAN 'N OORSPRONKELIKE DOKUMENT WAT 'N WERKLOOSE KOPIE (AFSKRIF) IS. EK SERTIFISEER VERDER DAT, VOORAF VAN MYN OORSPRONKELIKE DOKUMENT AAN 'N WYSIGING OF VEIWERING OP DIE OORSPRONKELIKE DOKUMENT AAN 'N BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

Course date

05/02/2026

HANDTEKENING/SIGNATURE

Chantal Gray

Managing Director

MAGSNOMMER 708065 RANG 3ER
FORCE NUMBER RANG
NAAM IN DRUKSKRIF NAME IN PRINT

Certification

This is to certify that

Lizy Dibala

9212290277088

has successfully completed

Hazard Identification & Risk Assessment

and understands the outcomes as per set guidelines prescribed in unit standard 12098024
This certificate of completion is aligned to the SO's and AC's of the above-mentioned unit standard

Issue date

September 14, 2024

Valid for 2 years

CPD Points: 05

Handwritten signature: *Lizy Dibala*

Handwritten name: *Lizy Dibala*

Handwritten ID: *9212290277088*

Handwritten date: *14/09/2024*

Handwritten bank: *DEKRA*

Handwritten name in Afrikaans: *Lizy Dibala*

Handwritten name in English: *Lizy Dibala*

Handwritten ID in Afrikaans: *9212290277088*

Handwritten ID in English: *9212290277088*

Handwritten date in Afrikaans: *14/09/2024*

Handwritten date in English: *14/09/2024*

Handwritten bank in Afrikaans: *DEKRA*

Handwritten bank in English: *DEKRA*

Handwritten name in Afrikaans: *Lizy Dibala*

Handwritten name in English: *Lizy Dibala*

Handwritten ID in Afrikaans: *9212290277088*

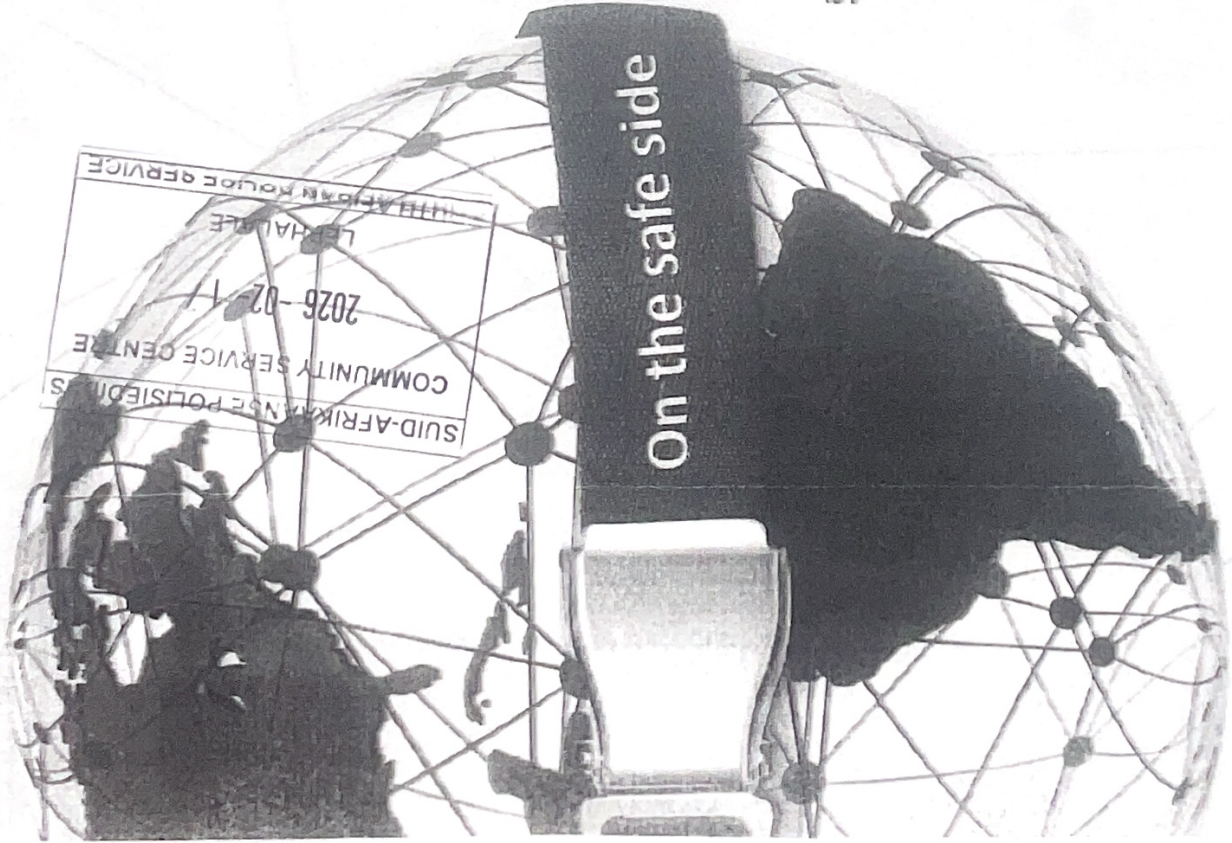
Handwritten ID in English: *9212290277088*

Handwritten date in Afrikaans: *14/09/2024*

Handwritten date in English: *14/09/2024*

Handwritten bank in Afrikaans: *DEKRA*

Handwritten bank in English: *DEKRA*



SUID-AFRIKAANSE POSISIEDIENST
COMMUNITY SERVICE CENTRE
2026-02-11
LEERPLAN
SUID-AFRIKAANSE POSISIEDIENST



Handwritten signature

Certification

This is to certify that

Lizy Dibala

9212290277088

has successfully completed

Incident Investigation

and understands the outcomes as per set guidelines. Issued in unit standard 120335
This certificate of completion is aligned to the SO's at level 3 of the above-mentioned US

Issue date

September 17, 2024

CPD Points: 02



Training Manager



SUP-AFRIKAANSE POLISIEDIENS
COMMUNITY SERVICE CENTRE
2026-02-17
AFRIKAANSE POLISIE DIENSTE
LEPHALALE

