

TSHEPISO KGENGWENYANE

SEX: MALE
DATE OF BIRTH: 04-10-1975
NATIONALITY: MOTSWANA
IDENTITY NUMBER: 264517905
MARITAL STATUS: MARRIED



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PERSONAL SUMMARY

A man with Records and information Management Consultancy and Training, Manufacturing production, Industrial Engineering, Project management, Warehousing and Logistics looking to make a difference in the business landscape.

AREAS OF EXPERTISE

- Records and Information Management
- Project Management
- Warehousing and Logistics
- Manufacturing Production
- People Management
- Business Management

CAREER HISTORY

CURRENT OR MOST RECENT JOB TITLE

AssetInfo (Pty)Ltd, Managing Director

Employment dates (i.e. January 2014 – Present). Owner and founder of AssetInfo offering Records and information Management Consultancy and Training Services in Botswana. My role was to sell AssetInfo Services, Client Maintenance, Projects and Training Resourcing, Project Execution and Management as well as Business daily Management

Duties:

- Customer Contact.
- Services Presentations and follow-up
- Management Sensitizations (RIM)
- Training advertisements, follow-ups and execution
- Records and Information Management Program Development and Implementation
- Records and information Management Project Management and Interim presentations
- Business Management

PREVIOUS JOB TITLE

FileLogic (Pty) Ltd, (Managing Director)

Employment dates (January 2012 – January 2013)

Duties:

- Customer Contact.
- Services Presentations and follow-up
- Management Sensitizations (RIM)
- Training advertisements, follow-ups and execution
- Records and Information Management Program Development and Implementation
- Records and information Management Project Management and Interim presentations
- Business Management

PREVIOUS JOB TITLE

The Document Warehouse Botswana (Managing Director)

Employment dates (September 2007 – July 2011)

PREVIOUS JOB TITLE

Harness Manufacturing Botswana (Industrial Engineer/Warehousing and Logistics *(May 2000 – Aug 2007)*

Employment dates (i.e. May 2006 – March 2007)

PREVIOUS JOB TITLE

Motor Company of Botswana (Section Manager)

Employment dates (January 1997 – February 2000)

ARCHIEVEMENTS

- Successful Records and Information Management Program Development and Implementation for Scott Race Consultants
- Successful Records and Information Management Program Development and Implementation for Botswana Institute of Accountants
- Successful Skills Development Training (Short Programs) for Government, Private and Parastatals (2008 – 2018)
- Successful Records Management Situational Assessment for Botswana Railways (2013)
- Successful Records Management Situational Assessment for Debswana Orapa Engineering Section (2012)
- Successful Records Management Situational Assessment for ACHAP (2010)
- Successful Records Management Situational Assessment for Botswana Tourism Organization (2010)

ACADEMIC QUALIFICATIONS**SCHOOL / COLLEGE NAME**

University of Botswana (FET)	Diploma in Mechanical Engineering 1994 - 1997
Molefi Secondary School	Grade B 1990 - 1993

OTHER CERTIFICATIONS

Managing by Project Techniques and Processes	
Prince 2 (Project Management)	Foundation Qualification
Information and Records Management	(Levels 1 to 3) offered by TDWSA
Improving Production in Botswana Manufacturing Industry Seminar	(Offered by BNPC)