DIMAKATSO TLADI

Information Technology (SOFTWARE DEVELOPMENT)

PHONE:
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EMAIL:
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LOCATION:
Tembisa, Gauteng
South African

ABOUT ME

As a recent graduate, I am seeking for an entry level / role which will allow me to continue learning and that will enable me to utilize my skills within a growing company as I provide high-quality work. Furthermore, nothing provides me with more satisfaction than bringing contribution to the success of a project. I hope this will meet your preferential expectations, **Thank you.**

EXPERIENCE

01 Dec 2020 – 01 Dec 2021
Department of Education (Ndzundza Mabhoko Sec School):

Admin Clerk
Responsibilities:
- Capturing information on SA-SAMS.
- Managing electronic and printed files.
- Handling guests and clients.
- Typing, Scanning, Photocopying and setting up appointments.
- Gathering information.

03 Jun 2019 – 03 Dec 2019
Department of Health (Matlala Hospital):

IT Support (Volunteer)
Responsibilities:
- Secure data backups and restore according to the user requirements.
- Installs, configures, tests and maintains the client environment, and other related networking equipment.
- Logs all computer, terminal, and printer hardware/software problems. Calls appropriate maintenance organizations and arranges for repair. Notifies supervisor of unusual problems.
- Configures and maintains Microsoft Office, BAS system, Persal system, Patient Health Information system (PHIS).
- Assists with software upgrades and installations.

EDUCATION

TERTIARY

Qualification	National Diploma – IT: Software Development
Institution	Tshwane University of Technology
Obtained	2019

SECONDARY

Qualification	Grade 12 (Matric)
School	Ngoato-A-Nape Secondary School
YEAR	2013

KNOWLEDGE AND SKILLS

- Interpersonal Management Skills
- Communication Skills
- Adaptability
- Ability to work under pressure
- Time Management Skills
- **Programming: C++, SQL, ASP.Net, HTML, CSS and PL/SQL etc.**
- Other: advanced computer skills include (MS Word, MS Access, MS PowerPoint, MS Excel)

ACHIEVEMENTS

- 2022 Alison Certificate: CompTIA A+ 1000 (Part 1 & 2)
- 2022 Microsoft Certificate: Microsoft Digital Literacy v1.0
- 2020 SpecCon Certificate: Corporate-Introduction to Computers v1
- 2017 Honors Award: Netball Manager
- 2016 Honors Award: Basketball Manager
- 2009 Merit Certificate: Best Academic Achiever

REFERENCES

Department of Education:Ndzundza Mabhoko Sec School

Contact Person	**Mr. P F Mokonyane**
Institution	Department of Education
Position	HOD (Department of Science)
Mobile Phone	**083 539 6207**

Contact Person	**Mrs. M M Mabena**
Institution	Department of Education
Position	Senior Admin Clerk
Mobile Phone	**082 765 8558**

Tshwane University of Technology

Contact Person	**Mr. Enock A. Mudau**
Institution	Tshwane University of Technology
Position	Head of Sport and Recreation
Phone	**076 672 1579**