



Bauba Legadimane Phala

Information Technology

My Contact



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Hard Skill

- Proficiency in Java
- Good in Python
- Great in CCNA (Networking)
- Good in Visual Basic
- Proficiency Web development (HTML, CSS)
- Professional time management
- Good report writing skills
- Analytical skills
- Strong decision maker
- Proficiency in Microsoft Office 365 (Microsoft forms, Outlook, PowerPoint, Excel)
- Communication and team working skills
- Proficiency in User Experience design (UXD)

Soft Skill

- Observation
- Flexibility
- Dependability
- Conflict Resolution
- Decision making
- Communication

Education Background

- Advancement Diploma in Information technology
Vaal University of Technology
Completed in 2022
- Diploma in Information technology
Vaal University of Technology
Completed in 2021
- Cisco Certified Network Associate (CCNA)
completed in 2020

About Me

I am an individual who values putting out great effort to achieve his objectives. I always take pride in my dedication, ambition, and ability to work well under pressure while still generating work in the most exact way. Additionally, I have excellent time management abilities and work well in teams, always meeting deadlines.

I am currently looking for chances that will allow me to progress professionally and provide me the chance to put my knowledge and talents to work in a practical setting.

Most significantly, I'm seeking for a setting where I'll have the opportunity to advance both professionally and personally.

Work Experience

Vaal University of Technology (CHED) | IT intern
2022

Key responsibilities:

- Managed the Database of the office
- Managed the Microsoft Office 365 (site, forms, excel, Power Automate)
- Marketing and online registration of every programs/campaigns the department host
- Performance and maintenance of desktops/ laptop's of the Department
- Prepare reports on the above information and communicate the insights of these reports to the broader business
- Consult with the management team to develop long-term plans
- Suggest development and application based on the above information

Achievements

- 2022 Created a system that will make it easier for student to access the information and forms online about the CHED
- 2022 Created a form for online registration for Peer education programs and online reporting
- 2022 Obtained a Nacosa dream
- 2022 Archived IBM Cloud App certificate, IBM Protect Data from threats certificate, IBM Getting started with Enterprise Data Science certificate, IBM Identify and Investigate cybersecurity threats certificate
- 2021 Obtained IBM Cyber security Certification, IBM Cloud certification, IBM Python Certification,
- 2020 Obtained CCNA certification
- 2020 Obtained a Drivers license: Code 10 (C1)
- 2017 Obtained a leadership certificate