

# CURRICULUM VITAE

## OF

### TEBOGO BOLOKO

#### PERSONAL INFORMATION

<b>Title:</b>	Mr.
<b>First Names:</b>	Phineas Tebogo
<b>Surname:</b>	Boloko
<b>Health Condition:</b>	Excellent
<b>Date of Birth:</b>	29 August 1993
<b>Residential Address:</b>	Theresapark, Pretoria, Gauteng
<b>Cell Phone:</b>	069 510 7761
<b>Email Address:</b>	<a href="mailto:pkmboloko@gmail.com">pkmboloko@gmail.com</a>
<b>Nationality:</b>	South African
<b>Racial Group:</b>	African
<b>Languages:</b>	English, Setswana, Sepedi, IsiZulu
<b>Driver's License:</b>	None
<b>Sex:</b>	Male

#### ACADEMIC INFORMATION

<b>Name of School/Technical college</b>	<b>Name of Qualification obtained</b>	<b>Year Obtained</b>
Tshwane University of Technology	National Diploma in Information Technology (Multimedia)	2021
Elmar College	National Senior Certificate (Matric)	2011

#### SKILLS PROGRAMMES

<b>Name of Institution</b>	<b>Skills</b>	<b>Year Obtained</b>
udemy.com	The Complete Cyber Security Course Hackers Exposed	2018
scrumstudy.com	Scrum Fundamentals	2017
curso.com	Hardware (IT Infrastructure)	2024

cursa.com	Hardware and Network	2024
cursa.com	Mobile Phone Repairing	2024

## PREVIOUS EMPLOYMENT

NO	Employer	Location(s)	Position	Responsibilities	Duration
1.	Fivver, Upwork	Online	IT Administration Assistant	1) Admin Assist 2) Customer Support 3) Copywriting 4) Content Creation 5) Proof reading 6) Graphics Design 7) Social Media Management 8) Video Transcriber	August 2022 – February 2025
2.	Department of Basic Education	1) (Mamelodi) Teacher's Centre. 2) Lemoshanang Teacher's Centre (Atteridgeville) 3) Lenahof Teacher's Centre (SunnySide) 4) PTA CBD	IT Support Intern	1) Provide Technical, Installation, Configuration, and IT related Support. 2) Provide Administrative Support. 3) Training End-users in using digital skills.	September 2020 – May 2022
3.	Cape Innovation & Technology Initiative	Johannesburg, Braamfontein	ICT Learnership	Gain practical experience in all IT related fields.	February 2019 – January 2020

**Total Work Experience: 5 year(s).**

## **TECHNICAL SKILLS**

- IT support
- IT systems administrator
- Adobe suite (Photoshop, Illustrator, etc.).
- Microsoft 365 (MS Word, MS Excel, MS PowerPoint etc.).
- Installing/Uninstalling of computer and mobile devices software/hardware.
- Repairing and replacing of computer and mobile devices software/hardware
- Logging incidents, diagnosing and resolving technical issues on behalf of staff and management.
- Onsite and remote end user support for all electronic devices for staff.
- Testing and evaluating new technology.
- Drafting and Implementation IT policies and educating end-users on IT policies.
- Registering and maintaining documentation of hardware/software equipment.
- Training end-users (staff) in software/hardware and digital skills.

## **PERSONAL SKILLS**

- Analytical, Organized and good at problem solving.
- Excellent Communication skills written and verbal.
- Able to work independently and as part of a team.
- Planning, Coordination & management.
- Ability to develop & review programs.
- Arranging of events for staff including travel, preparation of presentations and meeting minutes and agendas.
- Liaise with external parties.
- Filing of documents and handling of confidential data.
- Conducting research on behalf of the department or section and review information and data related to projects.

## **RESPONSIBILITIES OF THE PREVIOUS WORKPLACE**

- Provided IT support to staff and external stakeholders.
- Provided Administration support
- Provided onsite and remote first-line assistance.
- Provided installation, configuration, repairing's and replacement of computer hardware, software and network.

- Provided end-user account creation and management, reset password.
- Supporting the roll-out of new application or updates.
- Provided training and coaching to existing and new employees.
- Provided data management and backup.
- Responding in a timely manner to service issues and requests.
- Provided graphics designs, content creation for projects and events.
- Created social media pages for awareness, campaigns and informative content.

## PERSONAL ACHIEVEMENTS IN THE PREVIOUS WORKSPACE

- 1) On the 8<sup>th</sup> of September 2020, I provided it support and advice to Lemoshanang Teacher Development Centre in Atteridgeville, making sure that the TeacherConnect Application (A free real time-based mentorship platform available via WhatsApp) that the Basic Education Minister at the time, Angie Motshekga was launching to be a success.
- 2) I drafted a training manual to assist teachers and parents on how to use the TeacherConnect application, even provided face to face tutoring.
- 3) I created for Lemoshanang Teacher Development Centre social media pages (Facebook & LinkedIn) for parents and learners who are far away to always be in contact with the Center online.
- 4) I provided training at Lemoshanang, Lenahof and Mamelodi center to staff on how to use the new systems that were installed.
- 5) I provided IT support to assist various educators across the Tshwane South (Pretoria Region) district to get enrolled for the professional development workshops that's spearheaded by the Department of Education.
- 6) On the 5<sup>th</sup> of October 2020, I also provided IT support to Mamelodi Teacher Development Centre which was Teacher's Day commemoration and the keynote speaker was the Basic Education Minister at the time, Angie Motshekga.
- 7) I provided digital skills training for various Teachers from around Mamelodi, Pretoria.

## CIVIC DUTY

<b>Company:</b>	<b>Location:</b>	<b>Role:</b>	<b>Date:</b>
Independent Electoral Commission (IEC)	Sutherland High School (Pretoria)	Voter's Roll Officer	7 <sup>th</sup> May 2014
Independent Electoral Commission (IEC)	Laerskool Theresapark Primary (Pretoria)	Voter's Roll Officer	27 <sup>th</sup> , 28 <sup>th</sup> , 29 <sup>th</sup> May 2024

## REFERENCES

<b>Surname</b>	<b>Relationship</b>	<b>Institution</b>	<b>Tel/Email</b>
Mrs. W. Maluleke 076 818 6769	Supervisor (Mamelodi Teacher Development Centre Manager)	Department of Basic Education: TS District	winny.maluleke@gauteng.gov.za
Mr. T. Rakoma 060 749 1110	Supervisor (Lemoshanang Teacher Development Centre Manager)	Department of Basic Education: TS District	thema.rakoma@gauteng.gov.za
Miss. D. Mogashoa 076 774 9728	Senior Administrator (Mamelodi Teacher Development Centre)	Department of Basic Education: TS District	012 801-1651
Miss N. Raphalalani 076 576 8840	ICT FACILITATOR (Matthew Goniwe School of Leadership and Governance (MGSLG))	Matthew Goniwe School of Leadership and Governance (MGSLG)	ndivhuhor@mgsi.co.za