

# CURRICULUM VITAE OF

KATLEGO PATIENCE  
RAMOROA

# Cover letter

My name is Katlego Patience Ramoroa. Thank you for the opportunity.

I am keen, innovative and hard working with great communication skills. I can easily adapt and always eager to learn.

I have 3 years work experience in the field of Administration and IT support with great focus on Microsoft office, Network setup, and Database capturing. I was a Test supervisor for an ICDL Center which requires a great deal of knowledge of Microsoft office and internet operations.

I have also worked as a bookkeeper maintaining all financial records which entitles paying attention to details and organizing files accurately.

With all my knowledge and skills I am confident that I can help the organization reach its main goals to provide excellent service and efficiency.

After reviewing my resume, I hope you will agree that I am the positive and driven candidate that you looking for. I am excited to elaborate on how my specific skills and abilities will benefit your organization. Please call me on 0767377518 or Email [ramoroakatlego@gmail.com](mailto:ramoroakatlego@gmail.com) I am looking forward to hearing from you.

Yours faithfully

Katlego Ramoroa

# KATLEGO PATIENCE RAMOROA

## Personal Details

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|                  |                          |
|------------------|--------------------------|
| Surname:         | Ramoroa                  |
| First names:     | Katlego Patience         |
| Gender:          | Female                   |
| Contact Number:  | 0767377518               |
| Email Address    | ramoroakatlego@gmail.com |
| Residential area | Rustenburg               |
| Nationality      | South African            |
| Equity Status    | Fair                     |
| Home language    | Setswana                 |
| Other languages  | English                  |
| Notice period    | immediately              |

## Education Details

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### HIGH SCHOOL EDUCATION

|                  |  |
|------------------|--|
| School attended: | <b>Lebone II Collage of The Royal Bafokeng</b> |
| Qualification:   | Grade 12                                       |
| Year:            | 2009   |

### TERTIARY EDUCATION

|              |                       |
|--------------|-----------------------|
| Institution: | <b>Belgium Campus</b> |
| Year:        | 2010                  |

Courses attended:

- Computer architecture
- VB. Net
- Basic DOS
- Networking
- Server
- Computer skills
- Software Development
- Web programming
- Database Design (SQL AND Microsoft Access)
- System Development
- Applied mathematics

|               |  |
|---------------|--|
| Institution   | <b>Pearson Institute of Higher Education</b> |
| Qualification | Bachelor of Science in Informatics           |
| Year          | 2015   |

## **Achievements and Awards**

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Student representative Counselor (SRC)  
Class Representative

## **Employment History**

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|                  |                                   |
|------------------|-----------------------------------|
| Employer:        | <b>Xchnge Investment Training</b> |
| Type of company: | Investment Company                |
| Position held:   | IT Consultant                     |
| Contract date :  | 2016                              |

|                  |   |
|------------------|---|
| Employer:        | <b>Faranang Business and Training Solutions</b> |
| Type of company: | Training and development                        |
| Position held:   | <b>Administrator/IT Support</b>                 |

Key responsibilities:

- Receiving messages, checking appointment
- General typing
- Assisting walk in clients
- Verifying appointments, sending and replying to emails promptly
- Printing training material and ordering stationary
- Basic IT support(setting up the network, managing the server)
- Installing software and troubleshooting
- Installing ink on printers
- Keeping financial records(receipts and invoices)
- Verifying payment(all payments must have a matching invoice
- Data capturing
- Facilitating Basic computer training
- ICDL test supervisor

|                |            |
|----------------|------------|
| Contract date: | 2018- 2020 |
|----------------|------------|

Employer:  
Type of Company:  
Position Held:  
Key Responsibilities:

**Old Mutual**  
Finance  
**Financial Advisor**

- Support investment professionals to cultivate client relationships
- Prepare financial plans and check their accuracy
- Respond to prospective customer queries about financial planning
- Assist in the development plans for the company
- Offer subject matter expertise to fellow Financial Advisors
- Provide financial planning support to clients
- Maintain awareness of latest legislative change that may affect financial planning

Contract date: 2020 – 2021

## References

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|                 |  |
|-----------------|--|
| Name            | Evenly (Director)                        |
| Company         | Faranang Business and Training Solutions |
| Contact Numbers | 0827668026                               |