

PERSONAL DETAILS

Name	:	Innocentia Mmapaseka
Surname	:	Selala
Contact Number	:	082 8272404
Alternate Numbers	:	0621252757
Home Address		10323 Matile Village Itsoseng 2744
email Address	:	i_tubane@yahoo.com
Health	:	Good
Drivers licence	:	C1

ACADEMIC QUALIFICATIONS

<u>Institution</u>	:	CAPE PENINSULA UNIVERSITY OF TECHNOLOGY
Qualification	:	BTECH Information Technology
Status	:	completed (2012)
<u>Institution</u>	:	UNIVERSITY OF SOUTH AFRICA
Qualification	:	Diploma Information Technology
Status	:	completed (2010)
<u>Institution</u>	:	HF TLOU HIGH SCHOOL
Qualification	:	Matric
Status	:	completed (1998)

WORK HISTORY

1. FA Platform offshore installation (2020/06/01- 2022/09/31)**Position (Radio Operator)****Duties**

- Creating flight manifest and master list with SAP system for accountability of personnel and cargo.
- Compiling shift roster for POB Management.
- Radar monitoring and Radio Communication with pilots to ensure safe helicopter landing and ship docking 500m within FA radius.
- Liaising with local and international personnel to arranged for their safe arrival at FA platform.
- Operating RADAR, GMDSS and onboard switchboard.
- Editing and sending daily weather and operational reports to relevant authorities.
- Assisting FA Managers with steps to follow during emergencies.
- Responsible for stationery and toner printer acquisition.
- Assist employees with general desktop, printing and MS Outlook queries
- Help employees to connect with Windows teams meeting

Reason for leaving: Contract Ended**2. Department of Community Safety and Transport Management(Mmabatho)****Position:****Technical Support Intern****Date:****2016/12/01- to 2017/11/30****Duties**

- Providing 1st line technical support, answering support queries via phone & email, Utilizing REMEDY.
- PC hardware set-up and configuration.
- Upgrading operating systems on old PCs
- TCP/IP Protocol Configurations and Allocation.
- BAS, Persal application Installation.
- Installation of Different Printers (Network, Local & TCP/IP Port Printing) and drivers.
- Applying patches in accordance with departmental procedures
- Organising and scheduling of ICT equipment distribution dates.
- Setting-up ICT equipment and boardroom facilities such as agenda, minutes of previous meeting and project reports papers.
- Assisting with secretariat duties of quarterly ICT Operational, Steering and Strategic committee meetings.
- Compiling of narrative monthly report on individual work progress.
- Configuration and setting up of Novell GroupWise clients for E-mail and

internet and Maintenance Support

- Participated on Reviewing the following ICT prescripts
 - Corporate Governance of ICT Policy Framework
 - Governance and Management of ICT
 - ICT Security Policy
 - ICT Continuity Plan
 - Corporate Governance ICT Charter

Reason for leaving: Internship period complete

3. Lumico (Pty/Ltd Cape Town)

Position:

Web Development Intern

Date:

2015/03- 2016/05

Duties:

- Assisting with developing front and back end side of client website using word press dashboard
- Utilizing Software and hardware to do quality checks on all Lumico hosted websites
- Using We chat dashboard to create promotional sites for clients
- Using Google Analytics to do Search Engine Optimisation for Lumico hosted sites
- Continuously using software patches to keep abreast with latest technologies
- Monitoring site against malware, phishing and attacks

Reason for leaving: Contract Ending

4. CAPACITI & UWC

Learner-ship

Software Development

Date:

2014/03 2015/02

Competency :

- Web development (HTML,CSS,JAVA Script, PHP, My Sql)
- Mobile Development (Android)
- Software development(Java platform Netbeans)
- Oracle 10g

REFERENCES.

Name	Relationship	Organization	Contacts
Gwendoline Mogale	Deputy Director Mentor	Department of community safety	083 526 5507
Tebogo Kebuang	Supervisor	Department of community safety	Tel: 018 388 1673 Cell : 076 793 1172
Daniel Malherbe	Line manager	LUMICO Pty/Ltd	Tel : 021 422 1494 Cell: (072) 369 6046
Mzomhle Plaatjie	Line manager	Petrosa	044 601 4811/4869