

Kgotlelelo Ramadimetje Digomo



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Emalahleni

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Personal Details

- Date of Birth : 06/03/1999
- Marital Status : Single
- Nationality : South African
- Gender : Female
- Driving Licence : None

Objective

I seek an opportunity and full-time position that offers professional challenges utilizing interpersonal and technical skills. I am a hardworking and passionate job seeker with strong organizational skills and willingness to take on added responsibilities to meet and achieve company goals. Dependable candidate successful at managing multiple priorities with a positive attitude. I have learned various programming languages, namely; Html, Css, C++, Sql, Php, Python, Javascript, Delphi and Pl Sql. I have eager to learning and experiencing, also willing to relocate due to work related.

Experience

- **Jeremia Mdaka Primary School** April 2023 - Current
Administrative Clerk Assistant
 - Creating and updating physical records and digital files to maintain current, accurate, and compliant documentation.
 - Input data and processing system change to generate accurate reports.
 - Proofreading and editing professional documents to fix errors.
 - Offering technical support and troubleshoot issues to enhance office productivity.
 - Arranging meetings and appointments and updating records to assist management.

Education

- **Tshwane University of Technology** 2022
National Diploma In Information Technology: Software Development
Final Year
- **Sebonego Trading CC** 2018
National Senior Certificate
Upgrading
- **Mokgubi Senior Secondary School** 2017
National Senior Certificate
Matric

Skills

Database administration Interpersonal confidence Verbal and written communication
Strategic planning Computing Teamwork Problem solving Data capture
Performing and monitoring Installation

Competencies

- Familiar with installing and maintaining software and hardware.
- Ability to work well with other team members.
- Organized and reliable.
- Understanding of Microsoft Office applications: Ms Word, Ms Excel, Ms Access, and Ms PowerPoint.
- Experienced in printing, editing, scanning, copying and handling other internet cafe services.

Achievements & Awards

- Achieved and awarded HTML and CSS front end development completion certificates by successfully completed online courses enrolled in Great Learning Academy.
- Achieved and awarded HTML, JS, PHP and Python course certificates by successfully completed the course in demonstrating theoretical and practical understanding of listed programming languages enrolled in Sololearn.
- Achieved and awarded certificates of; Introduction to project-based learning, PYEI orientation and NSSF implementation by fully participated and successfully completed online courses with accuracy and efficiency.

Languages

- Sepedi - Native
- English - Proficient
- IsiZulu - Intermediate
- Tswana - Intermediate

Reference

- **Mr Jabulani K. Makhubela - Tshwane University of Technology**
Lecturer and WIL Coordinator
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- **Mr M.Nkabinde - Jeremia Mdaka Primary School**
Headmaster
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