

# LEFA LINDO JELE-MASEMOLA

STUDENT

|EMAIL: lefa030205@gmail.com|0715283651|

## PERSONAL PROFILE STATEMENT

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Motivated, responsible and adaptable, Innovative and well-rounded individual who is more than willing to work independently or in a group to achieve the overall goal. A daily challenge is what I require. Positive and able to handle any task given. A profound leader and enthusiastic being.

## PERSONAL DETAILS

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<b>SURNAME:</b>	Jele-Masemola
<b>FULL NAMES:</b>	Lefa Lindo
<b>POSTAL ADDRESS:</b>	374 Jasmyn Avenue Silverton Pretoria 0184
<b>CONTACT NUMBERS:</b>	0715283651 / 0609932279
<b>DATE OF BIRTH:</b>	05/02/2003
<b>GENDER:</b>	Female
<b>NATIONALITY:</b>	South African
<b>LANGUAGES:</b>	English, Afrikaans, IsiNdebele, Zulu, Sotho, Setswana, Xhosa

## EDUCATION QUALIFICATIONS

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**SCHOOL ATTENDED:** Hoerskool FH Odendaal

**CERTIFICATE OBTAINED:** National Senior Certificate (Matric)

**YEAR OBTAINED:** 2020

## TERTIARY QUALIFICATIONS

**TO COMPLETE:**

**NAME OF INSTUTION** Rosebank College Pretoria CBD

**QUALIFICATION** Bachelor of Information Technology in Business Systems

**YEAR** In Progress Third year (2023)

## EXTRA ACTIVITIES:

**COMPLETE**

**NAME OF INSTITUTION** GirlCode

**PROGRAM ENROLLED** Mentorship program

**YEAR** 2023

## SKILLS

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- Ability to work under pressure
- Verbal and written communication
- Good problem-solving skills
- Team player
- Ability to communicate effectively at all levels and willing to learn new skills
- Good communication and leadership skills earned in being part of school student council membership and participating in cultural activities and sports
- With computer literacy skills (Word, Excel, Access, PowerPoint and HTML)
- Statical analysis

- Programming (Java, SQL)
- Database management (NoSQL)
- Web Design/Development (Java Script, HTML and CSS)
- Creativity
- Attention to Detail
- Analytic and Logical thinking
- Customer Service Skill
- Critical thinking
- Researching skills

## **WORK EXPERIENCE**

### **PREVIOUS EMPLOYMENT**

#### **1. EMPLOYER Jackson Cafe (Connie Jele)**

**PERIOD OF EMPLOYMENT** December 2020 to February 2021

**POSITION** A Cook

#### **KEY RESPONSIBILITIES**

To make food for the customers at Jackson bar lounge specifically fast food. Ensuring all the required ingredients needed to make the meals needed for business throughout the week/month was available (Stocktaking). Maintaining a good and fast customer service. Meeting every customer's needs.

#### **2. EMPLOYER IEC**

**PERIOD OF EMPLOYMENT** 18 November to 19 November 2023

**POSITION** Registration staff

#### **KEY RESPONSIBILITIES**

To register people to come vote in the next elections, for a new president. We had to Make use of VMDs to mark the register of staff and register the people. We had to set up banners

and set up the space we were going to use for the registrations, there was a lot of map work as we had to add peoples addresses.

- 3. EMPLOYER** Matsebe Innovative group of companies (Pty) Ltd  
**PERIOD OF EMPLOYMENT** 14 August 2023 to 31 October 2023  
**POSITION** Business analyst

**KEY RESPONSIBILITIES**

We were in a group for WIL, Work Integrated Learning and we had used Matsebe innovative group of companies to complete our practical work. UI was a business analyst and I had to design requirements for the information system, come up with solutions for the company, design the SWOT analysis and identify and evaluate options for improving business systems/processes.

## **REFERENCES**

- 1. MS. C.S JELE**

**27 829747845**

**JACKSON CAFÉ**

- 2. MS. BUSI CHAUKE**

**27 848643274**

**012 805 2607/3168**

**IEC**

- 3. MR. REUBEN RAMAILA**

**27 72040256**

**27 608554482**

**MATSEBE INNOVATIVE GROUP OF COMPANIES (Pty) Ltd**

## **PLEASE FIND ATTACHED OF THE FOLLOWING**

- 1. National Senior Certificate**
- 2. ID Copy**
- 3. Academic Transcript**
- 4. Microsoft Azure Course certificate**
- 5. GirlCode IT Mentorship program certificate of completion**
- 6. Participation Certificate in World Knowledge Olympiad**