LEFA LINDO JELE-MASEMOLA

GRADUATE

|**EMAIL:** lefa030205@gmail.com|0715283651|

|**LINKEDIN:** www.linkedin.com/in/lefa-jele-masemola-90445421a |

|**GITHUB**: https://github.com/LefaJele-Masemola |

|**GITHUB PAGE(Website):** https://lefajele-masemola.github.io/CODSOFT-Portfolio/|

PERSONAL PROFILE STATEMENT

Ambitious, adaptable, and creative recent graduate with a passion for data science and IT. Skilled in problem solving, team leadership, and creative thinking. Eager to learn and grow in a challenging and dynamic work environment. Hoping to find a role that will allow me to make a positive impact and contribute to the success of the organization.

PERSONAL DETAILS

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

EDUCATION QUALIFICATIONS

SCHOOL ATTENDED: Hoerskool FH Odendaal

CERTIFICATE OBTAINED: National Senior Certificate (Matric)

YEAR OBTAINED: 2020

TERTIARY QUALIFICATIONS

 COMPLETED

NAME OF INSTUTION   Rosebank College Pretoria CBD

QUALIFICATION   Bachelor of Information Technology in Business Systems

YEAR   2023

EXTRA ACTIVITIES:

 COMPLETED

NAME OF INSTITUTION   GirlCode ZA

PROGRAM ENROLLED   Mentorship program

YEAR   2023

NAME OF INSTITUTION   GirlCode ZA

PROGRAM ENROLLED   Python Online BootCamp

YEAR 2024

NAME OF INSTITUTION   Microsoft Africa

PROGRAM ENROLLED   Microsoft AI Skills Hackathon

 YEAR 2025

 TO COMPLETE

NAME OF INSTITUTION   Geekulcha

PROGRAM ROLE   Support Mentor

PROGRAM   CyberSecurity AI Dataquest

YEAR 26 July 2025

SKILLS

- 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
- Data Analysis
- Business Analysis
- Cloud computing
- System analysis and design
- Use case design
- Use case documentation
- Programming (Java, Python, SQL,React)
- COBOL
- Node.js
- Flutter
- Database management (NoSQL)
- Web Design/Development (Java Script, HTML and CSS)
- PHP
- Creativity
- Attention to Detail
- Analytic and Logical thinking
- Customer Service Skill
- Critical thinking
- Researching skills
- Project Management
- UI/UX

WORK EXPERIENCE

CURRENT EMPLOYMENT

EMPLOYER CapaCiti

PERIOD OF EMPLOYMENT October 2024 – TO DATE

POSITION COBOL Mainframe Intern

KEY RESPONSIBILITIES

- Built COBOL programs for real-world projects (e.g., payroll system and grade sorter), using DB2 for data handling and following the Software Development Life Cycle (SDLC).

- Participated in code reviews, wrote technical documentation, and engaged in team-based development practices.

- Gained full-stack exposure through React and Node.js projects, completed a Coursera course, and delivered technical presentations and written assessments.

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 Independent Electoral Commission (**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.

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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.
- I 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.

4. EMPLOYER Independent Electoral Commission (IEC)

PERIOD OF EMPLOYMENT 03 February to 04 February 2024

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.

5. EMPLOYER Independent Electoral Commission (IEC)

PERIOD OF EMPLOYMENT 27 May to 29 May 2024

POSITION Presiding Officer

KEY RESPONSIBILITIES

- Supervised all election day operations at assigned polling station, ensuring adherence to IEC standards and regulations.
- Led and coordinated a team of electoral staff, providing training and clear task

delegation.
- Assisted and managed voter queries and maintained order and compliance within the polling station.
- Oversaw the secure handling, counting, and reporting of ballot papers and election results.
- Managed logistics and resources efficiently, maintaining inventory and ensuring proper setup of polling station.
- Prepared and submitted detailed reports on election conduct and incidents to IEC authorities.
- Acted as the primary point of contact for stakeholders, ensuring effective communication and transparency.

REFERENCES

1. MS. C.S JELE

27 829747845

JACKSON CAFÉ

2. MR. REUBEN RAMAILA
    27 72040256
    27 608554482
    MATSEBE INNOVATIVE GROUP OF COMPANIES (Pty) Ltd

3. MR. THATO MAPESHOANE
    27 762797284
    IEC AREA MANAGER

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
7. Microsoft AI Skills Hackathon Participation
8. Microsoft AI Skills Proficiency certificate