






Lekgolo Tumiso Sefomolo

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Profile

Dedicated and innovative IT professional with a solid background in data management, technical problem-solving, and document automation. Proficient in **creating interactive PDF forms, automating processes, and optimizing data workflows** for greater efficiency. Skilled in **Microsoft Office Suite** (Excel, Word, Outlook), **Adobe Sign, SharePoint, SQL, Java, Python, and Power BI**. Experienced in managing documentation, scheduling, and supporting cross-functional teams. Competent in **troubleshooting, conducting business analysis**, and streamlining digital workflows to **enhance user interaction** and improve office operations. Passionate about **utilizing technology** to refine processes and **boost productivity**.

Professional Experience

Yes Employment Service (YES)
Software Developer Intern

January 2024 –
December 2024

- **Adobe Sign & PDF Automation:** Optimized Adobe Sign workflows and created structured, fillable PDF forms for improved transaction efficiency.
- **PDF Mapping & Data Integration:** Automated form data extraction from Azure databases, mapping structured outputs for seamless integration with APIs.
- **Interactive Form Design & Document Structuring:** Developed and formatted user-friendly, data-enabled forms in Adobe Acrobat and SharePoint while ensuring compliance with business requirements.
- **Stakeholder Collaboration:** Worked with business analysts to create data-driven reports and improve form usability.
- **IT Support & Troubleshooting:** Provided support for interactive forms, ensuring accessibility across SharePoint, Adobe Experience Manager, and internal platforms.
- **Project Management:** Used Trello and Monday.com  to track form design projects, ensuring efficient workflow and team coordination.

Additional Competencies

- Strong **analytical and problem-solving** abilities
- Ability to **conduct technical research and compile reports**
- Experienced in **system monitoring and cybersecurity best practices**
- **Excellent communication and teamwork skills**

Education

Bachelor of Science in Information Technology North West University

January 2021 – December 2023 |
Potchefstroom, South Africa

Relevant coursework: **Information Security, Operating Systems, Structured Programming (C, C++), Data Analytics, IT Developments, Computer Networks, Advanced Databases, Object-Oriented Programming, System Analysis and Design (C#, .NET)**

National Senior Certificate Merensky High School

January 2016 – December 2020 |
Tzaneen, South Africa

Skills

Data Analysis & Reporting

Experienced in analyzing, monitoring, and auditing data to upkeep high-quality standards. Demonstrates strong attention to detail in identifying data gaps and inconsistencies.

Adaptability

Enthusiastic about learning new tools and technologies, I actively seek opportunities for continuous improvement by adopting a proactive approach to learning and development.

IT Helpdesk & Customer Support

Troubleshooting, ticketing systems, documentation.

Technical Skills

- **Administrative Support** – Filing, scheduling, document organization
- **Data Entry & Accuracy** – Maintaining structured records and reports
- **Microsoft Office Suite** – Excel, Word, PowerPoint, Outlook
- **Communication & Coordination** – Assisting teams and handling inquiries professionally
- **Time Management & Organization** – Managing tasks efficiently to meet deadlines

Programming Languages

Java

C#

Javascript

Python

HTML & CSS

Bash

R

Projects

Chat-App

Developed a **chat application** with group chat functionality, hosted on a Virtual Machine Instance on **Google Cloud Platform (GCP)**, enabling multi-device communication across networks.

Interactive PDF & Form Automation

Designed and automated **fillable PDF forms** for structured data collection and integration with **SharePoint and API workflows**.

Translator App

Designed and coded a front-end interface in **Python** for a **translation application**, integrating a seamless connection between the front-end and back-end for language translation.




Email Automation Project

Developed a **Python and Bash script** to automate batch email sending, allowing file attachments and ensuring efficient communication management during large-scale outreach.

API's & Data Integration

The project was focused on collecting, visualizing, and summarizing data from remote environmental monitoring nodes. It includes fetching node data, generating visualizations like charts and maps, and creating reports (PDF and KMZ files) to summarize node information, water head, pore pressure, temperature, and coordinates.

Certificates

- [Introduction to Cybersecurity](#) 
- [ASP NET Core Web API](#) 
- [Adobe Acrobat Interactive Form Design \(Self-Learning Initiative\)](#)
- [Linux System Administration & Shell Scripting \(Self-Learning Initiative\)](#)
- [HackerRank - Java \(Basic\)](#) 
- [HackerRank - SQL \(Basic\)](#) 