




MALETHABO MALATJI

BUSINESS ANALYST | PROJECT MANAGER |
SCRUM MASTER

-  Ebony Park, Johannesburg,
1632, South Africa
-  072 595 9873
-  malatjimalethabo@gmail.co
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EDUCATION

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**NATIONAL DIPLOMA IN
INFORMATION
TECHNOLOGY
(BUSINESS
APPLICATIONS)**

TSHWANE UNIVERSITY
OF TECHNOLOGY,
PRETORIA, SOUTH
AFRICA
2022

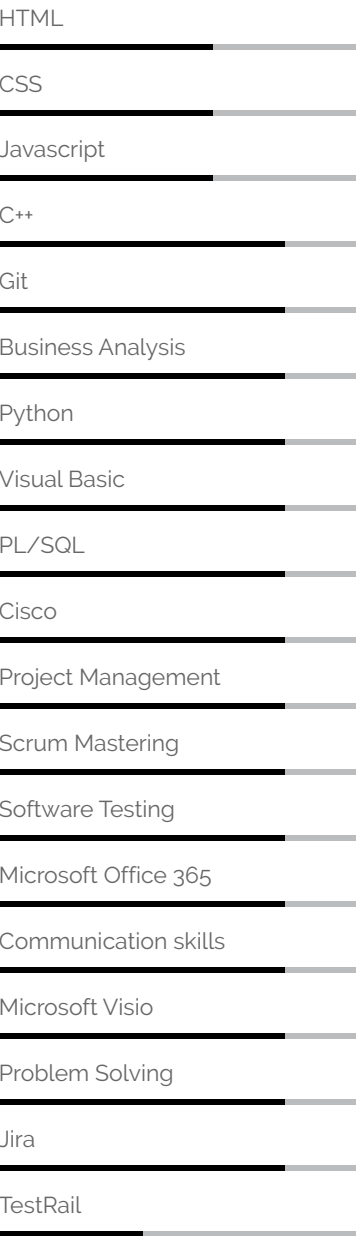
 - Acquired skills to
implement IT solutions in
business environments.
 - Combined business
principles with IT
expertise.
 - Focused on business
application development,
database management,
systems analysis, and
project management.
 - Prepared for careers as a
business analyst, IT
consultant, or system
developer.
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**NATIONAL SENIOR
CERTIFICATE**

NORTHERN ACADEMY
SECONDARY SCHOOL,
LIMPOPO, SOUTH
AFRICA
2017

 - Bachelor's admission

SKILLS




LINKS


LinkedIn:
[linkedin.com/in/geraldinemalatji](https://www.linkedin.com/in/geraldinemalatji)

Github:
github.com/geraoct

PERSONAL DETAILS

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Date of birth

11 Oct 1999
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Nationality


South African

ABOUT ME

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As an IT graduate, I offer a solid foundation of practical experience, underscored by my active engagement in software testing and a strong grasp of Scrum methodology. My expertise extends to business analysis and project coordination, where I excel in optimizing processes and contributing to team success. Driven by a passion for crafting exemplary software solutions, I am eager to secure a junior or entry-level hybrid role. Such a position would provide the perfect platform for me to sharpen my skills and deliver significant value in a corporate environment.

WORK EXPERIENCE

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SYSTEM ANALYST | SOFTWARE DEVELOPMENT INTERN
| OCT 2024 - PRESENT

ABT, JOHANNESBURG

 - Gathered and documented functional requirements with business stakeholders and end-users.
 - Assisted in creating system architecture diagrams, UML models, and data flow diagrams (DFDs) to represent system processes.
 - Supported user acceptance testing (UAT), including writing test cases, performing regression testing, and troubleshooting bug reports using tools like.
 - Built responsive web interfaces using HTML, CSS, and Bootstrap.
 - Implemented interactive elements using JavaScript
 - Developed basic Python scripts for test automation and data parsing.
 - Used Git and GitHub to manage code versions and collaborate on a team project.
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END USER SUPPORT TECHNICIAN | JUL 2023 - JUN 2024

SITA, CAPE TOWN

 - Delivered expert assistance in hardware and software setup and configuration, ensuring seamless user experience.
 - Proficiently troubleshoot complex technical issues, providing effective solutions and enhancing system performance.
 - Analyzed and reported on issues, recommending strategic solutions to improve operational efficiency.
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JUNIOR BUSINESS ANALYST | SOFTWARE TESTER
| JUL 2022 - JUN 2023

MOEPI PUBLISHING, PRETORIA

 - Developed and maintained comprehensive project plans and schedules to ensure timely delivery.
 - Led and motivated project teams, fostering collaboration and enhancing productivity.
 - Documented and reported on project progress, providing insights for data-driven decision-making.
 - Designed and executed test cases.
 - Logged and tracked defects.
 - Performed functional, regression, and UAT testing.

LANGUAGES

English <div></div>	Xitsonga <div></div>
Sepedi <div></div>	Zulu <div></div>

COURSES

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PYTHON | PRESENT

NEMISA
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JAVASCRIPT SHORTCOURSE

NEMISA
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SCRUM MASTER | JAN 2023

LINKEDIN

REFERENCES

- 

MR BUZWE

SITA
P: 079 549 5274
- 

MISS R MASHITA

Moepi Publishing
P: 073 272 4317
- 

DR SP MAMROBELA

Tshwane University Of
Technology
P: 012 382 9666
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MR MADUNA

ABT Telecoms
P: 071 958 0444

DRIVING LICENSE

DRIVING LICENSE CATEGORY
CATEGORY C1