



MELAMU PASEKA



CONTACT



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OBJECTIVE

Recent Information Systems graduate with a notable 65% final-year average, coupled with six months of valuable experience as a Clerk Assistant. My expertise lies in web design, database development using SQL, and proficiency in Microsoft Office applications. Beyond the academic realm, I've honed organizational and administrative skills during my tenure as a Clerk Assistant. What sets me apart is not only my technical proficiency but also my strong work ethic, humility, and dedication to task completion. I approach challenges with tenacity, always striving for excellence. Eager to seamlessly integrate my academic achievements and practical experience into an Office Assistant role, I bring a blend of technical prowess and organizational competence to make impactful contributions in the dynamic field of Information Systems or any department I might find myself in.



EXPERIENCE

Ga-Khunwana Secondary School

1 May 2023 - 23 September 2023

Clerk Assistant

As a clerk assistant, I efficiently managed administrative tasks, demonstrating strong organizational skills and attention to detail. Collaborated with team members to streamline office processes, contributing to a 15% increase in operational efficiency. Utilized Microsoft Office Suite for data entry and maintained accurate records, showcasing a commitment to precision in a fast-paced environment.



EDUCATION

Ga-Khunwana Secondary School

2015

Grade 12

Admission to a Bachelors Degree

North West University

2020

BCom in Information Systems



INTERESTS

- Technology trends
- Computer games
- Reading and writing
- Problem Solving enthusiast



SKILLS

- Microsoft Office
- Database Development
- Website Design and Development
- Problem Solving
- IT troubleshooting
- Efficiency improvement
- Attention to detail
- Project Coordination
- Continuous learning
- Communication
- Adaptability
- Customer service
- Time management
- Collaborative problem solving
- Quality assurance



ACHIEVEMENTS & AWARDS

Best learner in both Setswana and Life Sciences in the Grade 12 June examinations.



LANGUAGES

- English
- Setswana



REFERENCE

Rapulana Selebano - Ga-Khunwana Secondary School

Deputy Principal

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Rabaji M.M - Ga-Khunwana Secondary School

Principal

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