

MATTHEWS KEOLEBOGILE MATJILA

PERSONAL INFORMATION	CONTACT	CERTIFICATES	ADDRESS
SURNAME MATJILA	https://github.com/Mkmatjila	MATRIC	2034 X-EXTENSION
FIRST NAMES MATTHEWS KEOLEBOGILE	www.linkedin.com/in/matthewskmatjila	WORDPRESS WEBSITE DEVELOPMENT(COURSERA)	MABOPANE
DATE OF BIRTH 09 NOVEMBER 1994	matjilamatthews@gmail.com	BUSINESS ANALYSIS & PROCESS	PRETORIA
ID NUMBER 941109 5810 081	0788118620	MANAGEMENT(COURSERA)	GAUTENG
RACE AFRICAN	PROJECTS	INVESTMENT RISK	SOUTH AFRICA
GENDER MALE	https://matthewsmatjila.netlify.app	MANAGEMENT(COURSERA)	0190
DISABILITY NO	QUALIFICATIONS		
SOUTH AFRICAN	MATRIC (HOLY TRINITY SEC.2012)		
CITIZEN YES			
CRIMINAL RECORD NO			

SKILLS

PROGRAMMING: HTML, CSS, JAVASCRIPT, RESPONSIVE WEB DESIGN, WEB DEPLOYMENT, VSCODE, GIT, WORDPRESS.

GENERAL: ADMINISTRATION, DATA CAPTURE, CLEANING, COPIES, PRINTING, EMAIL.

COMPUTER AND SOFTWARE: MICROSOFT OFFICE (EXCEL, WORD, POWERPOINT), MICROSOFT TEAMS.

BEHAVIOURAL COMPETENCIES: ATTENTION TO DETAIL, TEAM PLAYER, GOOD COMMUNICATION SKILLS, WRITTEN AND SPOKEN, CUSTOMER SERVICE AND GOOD INTERPERSONAL SKILLS.

OTHER: TELEPHONE ETIQUETTE, SOCIAL MEDIA INTERGRATION, SALES, SHIFTS, COLD CALLING.

TRUDA (SNACK PRODUCTION, ROSSLYN): PACKER, SEALER, CLEANER.

LOCAL LIQUOR STORE: CONTROL STOCK, CLEANER, TILL, INVENTORY.

2013 - MONASH UNIVERSITY, INFORMATION TECHNOLOGY FOUNDATION PROGRAMME (DROPPED OUT DUE TO FINANCIAL CONSTRAINTS).

2014 - TSHWANE UNIVERSITY OF TECHNOLOGY, DIPLOMA IN FINANCE AND GOVERNMENT PUBLIC (DROPPED OUT DUE TO FINANCIAL CONSTRAINTS).

WORK EXPERIENCE					
EMPLOYER	POST HELD	FROM	TO	DUTIES	REASON FOR LEAVING
TELECONNECT4U	SALES REP	02/10/2014	06/04/2015	SELL NEOTEL INTERNET, PABX, MODEMS	COMPANY ISSUES
JOSHUA TRUST	TELESALES CONSULTANT	02/06/2015	16/11/2015	TRIGGER, RETENTION, ABI, SELL ABSA FUNERAL POLICY	CONSTRAINTS
STATSSA	PROJECT FIELD WORKER	15/02/2022	29/02/2022	CONDUCT ENUMERATION, COLLECT CENSUS DATA	CONTRACT ENDED
MMAMOGWAI HIGH SCHOOL	EDUCATOR ASSISTANT PYEI	06/04/2022	31/08/2022	TEACH CURRICULUM, PRINTING, COPIES, MONITOR CLASSES, SUPERVISE LEARNERS, MICROSOFT WORD	CONTRACT ENDED



REFERENCES

NAME	RELATIONSHIP	TEL. NO
HOLY TRINITY SECONDARY SCHOOL	ADMISSION	083 109 3724
MRS MAMBA (MMAMOGWAI)	SCHOOL PRINCIPAL	073 343 4061
GEORGE (STATSSA)	FIELD OPERATIONS OFFICER	087 986 400/014 495 3900
SASSAN	RECRUITMENT CONSULTANT	011 475 1279/071 813 9532
LEANDRI GEYSER	ADMIN	012 772 0020/012 752 7654
TRUDA	RECRUITMENT	010 598 6661

ABOUT ME

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.