



# MPHO SELEMELA

Software Developer

## About Me

I am a highly motivated and dedicated individual, driven by a deep passion for my work. I believe in giving my absolute best to every task and challenge that comes my way. With a track record of consistently delivering high-quality results, I strive to exceed expectations and continuously improve.



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Johannesburg South

## LANGUAGE

- English
- Sepedi
- Zulu

## EXPERTISE

- Management Skills
- Creativity
- Web Development
- Critical Thinking
- Leadership

## EXPERIENCE

**Admin officer**  
**City of Johannesburg**  
**2019**

- Database compilation
- Performance evidence verification
- Update assets register and tracking subunit reports
- Type and obtain reports
- Send information from ops manger to directors

**Contact center**  
**Sanlam**  
**2022**

- Capture client information
- Ensuring accurate completion broker requests and follows up to ensure queries are resolved timeously
- Ensuring client service level agreements are met
- Handle all the administrative tasks according to agreed standards and turnaround times

## EDUCATION

**The Digital Academy**  
Software Development NQL5  
2023

**Altron Bytes**  
End user computing NQL3  
2022

## SKILLS SUMMARY

CSS

78 %

HTML

81 %