

# Lerato Salaminah Mtimkulu

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Lrtmtimkulu@gmail.com



Lerato Mtimkulu



Driver's License



Rato200 (Lerato)



WebsiteCV



## Skills / Strengths

- Communication
- Attention to Detail
- Teamwork & Collaboration
- Adaptability
- Time Management
- Critical Thinking
- Problem-Solving & Troubleshooting
- Process Optimization
- Cybersecurity Awareness
- Customer Service Orientated
- Analytical Thinking



## Experience

2024-03-01 –2025-02-28

### Administrator/Media and Communication Assistant

*Youth@Work (North-West University)*

- Sending Communiqué and assisting Staff members using Microsoft Outlook and Gmail.
- Planning and organizing events.
- Capturing Students Marks using VSS.
- Creating presentations using Microsoft PowerPoint.
- Using Microsoft Excel



## Education

2019

**Matric, Isizwe-Setjhaba Secondary School**

Vereeniging

- English (First Additional language)
- Life Sciences
- Mathematics
- Geography
- Sesotho (Home Language)
- Physical Science
- Life Orientation

In Progress (Final Year)

**BSc in Information Technology, North-West University**

- Computer programming using Java, Python, C# and C++
- Data Analyzing using Excel
- Business management
- Database management
- System analysis
- Computer Networking
- Artificial Intelligence



## **Training and Certifications**

[November 2024]

### **YES4Youth Work Readiness Training**

- AI Explorer
- AI Pathfinder
- Entrepreneurship



## **References**

**Name**

Karabelo Van Zyl

**Company**

North-West University

**Contact Details**

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