

GOALS AND OBJECTIVES

I am a graduate in BSc in Mathematical Science, and I am seeking an entry-level position to begin my career. To secure a responsible career opportunity to fully utilize my training skills and expand my knowledge, while making a significant contribution to the success of the company. This [Personal Portfolio \(scott-the-developer.github.io\)](https://scott-the-developer.github.io) (DESKTOP VIEW ONLY) website is my personal portfolio webpage, which I created while learning Web Development from freeCodeCamp in my spare time, please visit for more intel about me and my dedication programming.

PERSONAL DETAILS: Surname: Sello, Name: Telly Puseletso

DOB: 06/10/1999, **ID (9910065795081)** Male **Nationality:** South African,
Home Language: Sepedi **Other:** English and Sotho, **Drivers Licence:** C1
Contact Number: 079 034 1611 **Email Address:** sellotelly06@gmail.com

TERTIARY EDUCATION

Institution : University of Pretoria (Current)
Qualification : BSC in Biotechnology

Institution : University of Limpopo, **Year** (2018 - 2020)
Achievement : BSC in Mathematical Science (Computer Science)

High School Attended : Rantobeng Secondary School
Year Completed : 2017
Achievement : National Senior Certificate

SKILLS / STRENGTHS

- Computer literacy
- Computer Programming
- Microsoft office and ICT
- Web Developer and website hosting
- Problem solving (Technical and IT related issues)

EMPLOYMENT HISTORY

Name of Employer : Modipadi Secondary School, **Period** (April 2021 – February 2022)
Position : Computer Clerk/ Computer Technician
Reason for Leaving : Contract Position

Key Responsibilities

- Front office management - Maintaining the efficient operation of the office
- Perform office Clerical work, typing & filing duties.
- Capturing enrolled learners on SASAMS System
- Entering marksheets on SASAMS System
- Generating Learners term reports on SASAMS System
- Attending weekly SASAMS workshops
- Maintaining and updating computer software
- Typing and preparing exam question papers
- Drafting school timetables for all grades
- Drafting meeting agenda and taking minutes during parents meeting
- Exam invigilator
- Liaise with Contractors and suppliers
- Collecting contractors & supplier's invoices and processing their payments
- Placing orders and stock taking
- School deliveries at local circuit
- Drafting schools Covid registers
- Sanitizing and taking temperature of learners when entering the school
- Maintain Asset Register.
- Maintaining and distribution of all correspondence, filling, and database Management
- Petty Cash Management

REFERENCES

<u>Names</u>	<u>Positions</u>	<u>Company/ School</u>	<u>Contacts</u>
1. Patjane P.D	School Principal	Modipadi Secondary School	082 422 5235
2. Masha M.C	School Teacher	Modipadi Secondary School	078 588 2594

Contact Number: 079 034 1611

Email Address: sellotelly06@gmail.com

Home Address: 6735 Mohlatlego street Mahubevalley Street Mamelodi East 0122