

**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.

**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](mailto: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**

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

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