|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | Thato kgwetiane  Boksburg, 1401 | 0714236038 | [thatokgwetiane@gmail.com](mailto:thatokgwetiane@gmail.com) [www.linkedin.com/in/thato-ureah-kgwetiane-02144639](http://www.linkedin.com/in/thato-ureah-kgwetiane-02144639)  Certified Salesforce Administrator & ISTQB Certified Foundational Tester with 2 years’ experience as Manual Tester and 7 years as a Financial Advisor for various Financial institutions. | | |
| **Experience** | | | | | | | |
| **Jun 2022-Present** |  | |  | **fREELANCE WEB DEVELOPER****TPN Innovative Solutions** Proactively prospect for new clients especially in the SMME’S to design and develop their websites so they may be online.  I handle new business development, maintain & service existing customers.  Illicit requirements, and develop the deliverables.  Design and Develop simple & mobile friendly websites.  Assist customers to register business domains and hosting.  As a self-taught Web-developer, I use HTML, CSS & JavaScript.  Create test scenarios, test cases, user-stories.  Execute test cases, conduct bug reporting & tracking. | | | |
|  |  |  |
| **Feb 2016-2023** |  | |  | **financial advisor / sales represantative****CLientele, discovery, 1life, future green dot** Managed B2C and B2Gov sales.  Established new business channels.  Develop a growth strategy focused both on financial gain and customer satisfaction.  Conduct research to identify new markets and customer needs.  Arrange business meetings with prospective clients.  Promote the company’s products/services addressing or predicting clients’ objectives.  Prepare sales contracts ensuring adherence to law-established rules and guidelines.  Keep records of sales.  Provide trustworthy feedback and after-sales support.  Build long-term relationships with new and existing customers. | | | |
|  |  |  |
|  | | | | | | | |
| **Education** | | | | | | | |
| **MAY-2019****may-2022** |  | |  | **ISTQB FOundation****WEALTH MANAGEMENT NQF 5(inserta)** CKP Development Agency | | | |
|  |  |  |
| **MAY-2024** |  | |  | **Certified salesforce administrator** Trailhead By Salesforce | | | |
|  |  |  |
|  | | | | | | | |
| **Skills** Business Process Mapping, User Management.  Project Documentation, Web Development.  Basic Financial Skills,  Ability to create Customs and Users on the Salesforce platform. Quality Assurance, Quality Control | | | | | |  | **Salesforce Experiential learning** Clicked is a virtual work experience program that enables learners to access hands-on learning experiences to explore careers, build skills, and launch careers alongside corporate training partners and employers. The administrator quest includes the following Tasks.  Interview Notes and Visualization  Business Process Maps  Personas and User Stories  Task Set 1- Configure and Setup  Task Set 2- Object Manager  Task Set 3- Sales and Service  Task Set 4- Data Analytics  Task Set 5- Workflow and Process Automation  Task Set 6- Summary and Celebration |

**Reference**

Discovery Health & Clientele Life

Tshepo Liphuko- Sales Manager

082 586 7338

TPN Innovative Solutions

Nyameko Qgoboka- Managing Director

[nyameko@tpnsolutions.co.za](mailto:nyameko@tpnsolutions.co.za)

078 466 2750