

TITUS KHOZA

PROJECT COORDINATOR

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PROFILE SUMMARY

As a recent certificate holder of Google Project Management certificate and equipped with comprehensive skills to excel in PM role and with a strong foundation in both traditional & Agile methodologies, I possess the capabilities to; Initiate, Plan & Execute project effectively. My strong communication & organization skills facilitate seamless coordination across stakeholder ensuring project success, with keen eye for details & proactive approach to problem-solving.

PROFESSIONAL SKILL

- Aptitude for working collaboratively with cross-functional teams to implement resolve issues.
- Flexibility to adapt to changing priorities, unexpected challenge & evolving administrative requirement in a dynamic environment.
- Strong verbal & written communication skills to liaise effectively with various stakeholders including users, suppliers, finance department and technical team.

WORK EXPERIENCE

Device Management & System administrator

Feb, 2019 – Feb, 2024 , 5 years+

Vector Logistic (Pty) Ltd

- Serving as point of contact for escalation related to picking device issue, coordinating with internal & external stakeholder to resolve complex challenges promptly.
- Liaising with Bidvest Mobility support desk to ensure timely return of repaired devices onsite, adhering to SLA turnaround times.
- Managing logging of calls with BCX and coordinating device repair with Bidvest Mobility for technical issues.
- Collaborating with the finance department to facilitate timely payment of supplier quotes by generating Purchase Orders (POs).
- Maintaining the optimal condition of all picking and checking devices, coordinating with Bidvest Mobility when necessary.

CERTIFICATE & COURSES

- Google Project Management Certificate – By Google on Coursera, earned March, 2024
- Agile User Experience Design and Research – LinkedIn Learning, earned August, 2023
- Microsoft Office 2007: -Pc & Business College, earned July, 2011
- Software Development Processes and Methodologies – University of Minnesota, earned June, 2023
- Business Development: Strategic Planning – LinkedIn Learning, earned August, 2023
- Entrepreneurial Business Development – Startup School, earned May, 2023.
- Google UX Design Professional Certificate – Coursera, earned December, 2022.
- Introduction to Web Development with HTML, CSS, JavaScript – By IBM on Coursera, earned October 2023.
- Developing Front-end Apps with React – By IBM on Coursera, earned October 2023.
- Introduction to Databases for Back-end Development – By Meta on Coursera, earned April, 2023.
- Introduction to Back-end Development – By Meta on Coursera, earned March, 2023.
- POPIA Webinar – Masthead Learning Centre, earned November, 2022.

PERSONAL ACHIEVEMENTS

- 2023 **Investec Startup School** Entrepreneurship Development Program participant.
- 2020 Technology Tourism Grassroots & Innovation Programmer beneficiary by (TIA) **Technology Innovation Agency** in Collaboration with Science and Innovation Tourism where I have received grant funding to develop an MVP for the problem we intend to solve with simplified vacations.
- 2017 TOP 40 Rising star Emerging Creative finalist by **www.designindaba.com**.
- 2017 Re-Imagination project winner by **Nedbank**.