



Farai P Sepete

ICT Support Specialist

Contact Me

LinkedIn Profile:
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Personal Details

ID Number: 63-2075448e32
Nationality: Zimbabwean
DOB: 26/10/1998
Gender: Female
Marital Status: Single
Religion: Christianity
Languages: English and Shona
Driver's License: Class 2

Skills

- Vuejs
- Vuetify
- Nuxtjs
- Help desk Assistance
- Inventory Management
- Software and hardware Maintenance and trouble shooting
- Communication Skills (oral and written)
- Problem Solving
- Team Communication

Volunteer Work and Interests

Volunteer Computer Teacher, AFM Church

Work Experience



Junior Frontend Developer

Procurement Regulatory Authority of Zimbabwe
March 2022 to Current (8 months)

- Maintained a 100% customer satisfaction rating by developing and implementing software solutions based on client requirements
- Boosted team efficiency by 10% by providing direction for business applications that are in development
- Exceeded goals through effective task prioritization and great work ethic.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.
- Identified issues, analyzed information and provided solutions to problems.
- Worked with customers to understand needs and provide excellent service.

IT Infrastructure Development & Support Specialist

Procurement Regulatory Authority of Zimbabwe
Feb 2021 to March 2022 (1 year, 1 month)

- Developed team communications and information for meetings.
- Received and processed stock into inventory management system.
- Installation of the Windows OS
- Installation and activation of Microsoft office word
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Carried out day-to-day duties accurately and efficiently.
- New laptop configuration for users and connecting them to the domain.
- Printer Configuration

Education



Bachelors Degree in Information Systems

Institution: Midlands State University
Class: 2.1
Year of Graduation: 2021

Certifications



Azure Certificate of Completion

Institution: Great Learning
Year: 2022

Certificate of Completion

Business Etiquette, Protocol and Professional Grooming
Institution: Zimbabwe Institute of Diplomacy
Year: 2021

Software



- Sophos
- Figma
- Adobe Suite
- Visual Code studio
- Microsoft Office Suite
- Windows OS

Intern

Procurement Regulatory Authority of Zimbabwe
Feb 2020 to Feb 2021 (1 year)

- Worked with customers to understand needs and provide excellent service.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Handled calls to address customer inquiries and concerns.
- Offered friendly and efficient service to customers
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Network and hardware troubleshooting

Interest

- Web Surfing
- Reading
- Travelling

Referrals

Mr Kilford Jombe
Internship Supervisor
Procurement Regulatory
Authority of Zimbabwe
0716800543
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Mr Benson Misi
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