TSHIAMO MAKHENE

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www.linkedin.com/in/tshiamo-makhene | https://github.com/TshiamoMakhene

Profile

Friendly and engaging team player and leader able to inspire team members to perform their best. Detail oriented and experienced administrator assistant. Passionate about data analysis and computers. I am a multi-tasker who excels at Microsoft office, web development and computer repairs. 28, Married and currently pursuing a national diploma in Information Technology.

Experience

ADMIN ASSISTANT | BRONKHORSTSPRUIT PRIMARY SCHOOL
JANUARY 2021 – FEBUARY 2024

· Manage front office operations, including answering phone calls, responding to emails, and welcoming visitors.
· Maintain over 1800 student files and 78 staff records, ensuring confidentiality and accuracy.
· Handle incoming and outgoing mail and deliveries.
· Assist parents with admissions, enrollment, and student records.
· Maintain accurate attendance of staff and students while managing notifications on a cloud database.

ONSITE TECHNICIAN | BRONKHORSTSPRUIT PRIMARY SCHOOL
JANUARY 2021 – FEBUARY 2024

· Diagnose and resolve hardware, software, and network issues for staff.
· Diagnose networks, wi-fi connectivity, internet troubleshooting and server maintenance
· Perform routine maintenance on classroom technology, including interactive whiteboards, projectors, and printers.
· Assist teachers and staff with technology-related inquiries and troubleshooting (Microsoft 365, Windows 10 & 11)

Education

DIPLOMA IN INFORMATION TECHNOLOGY| 2024 - CURRENT | BELGIUM CAMPUS ITVERSITY
MATRIC| 2015 | HOERSKOOL ERASMUS

· Afrikaans | English | Math| Computer Application Technology | Mechanical Technology | Civil Technology | Life-Orientation

Skills & Abilities

· Teamwork
· Quick learner & Energetic
· Excellent interpersonal and communication skills

· Poised under pressure & Patience
· Efficiency and Time management
· Works independently with accountability

Languages

· English [Fluent]
· Afrikaans [Fluent]
· Tswana [Fluent]

· Zulu [Fluent]
· Ndebele [Fluent]
· Sign Language

Computer Skills

· C#, SQL, HTML, CSS, JavaScript, Python, R

· Microsoft Office Suite, Slack, Visual Studio Code

Reference

· Mr S Tshabangu (Principal)

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