

Jaros Matlala

1 Profile

Motivated IT Systems Developer, Business Administrator and Sales Representative dedicated to providing top of the line Mobile, Web and Business Administration solutions. Bringing forth knowledge in Microsoft Azure , Kotlin ,MySQL .HTML and CSS

Employment History

Canon South Africa Yes Internship – IT Intern (data capture)

March 2022 – March 2023

Offer digital IT Services to the following host companies

Venus Beauty Lounge

Vita-Green

JCS Drilling - (Blackmoon Investments)

- Build and maintenance of word press website according to company requirements and carefully maintaining a friendly and easy user experience and engagement.

www.vita-green.co.za

<https://venusbeauty.co.za>

- Build and Setup Google My Business online Profile
[Venus Beauty Lounge - Google Search](#)
- Social media management, online bookings and customer engagements using Whats-App Business, email and generated surveys.

Instagram handle – thevenusbeautylounge
- vita_green1

<https://forms.gle/qeDT663fKDocC3NPA>

- Online Marketing and graphic designs

<https://www.instagram.com/p/Camox3tMWjI/>

- Generate google forms for walk-ins and acquiring customer information for database reasons.

<https://forms.gle/u87DhVw5zVUQG2Ln9>

<https://forms.gle/VC2f4ATEatoYTaf7>

- Data capturing on fiskl finance platform . preparing monthly invoices and generating financial statements
- Conduct virtual meetings with the management team and prepare meeting minutes.

<https://fiskl.com/>

Details

920 Zone 16

Ga-Rankuwa

Tshwane, 0208

South Africa

067 830 5732 /067 283 0852

matlaj67@gmail.com

Date of birth

1997/09/25

Nationality

South African

Driving license

First thing to do after getting employed

Skills

Ability to Multitask

Time Management

Ability to Work in a Team

Customer Service

Computer Skills

Leadership Skills

Organizational Skills

Excellent CommunicationSkills

Languages

English

Business Administration Learnership (Supply Chain) at Department Of Social Development, Tshwane

March 2019 - March 2020

- Provide administrative support to all staff members
- Access control and safeguarding of stores and ensuring correct layout between inventory and consumables
- Account for all receipts , issues and goods in stock
- Consolidation of stock items to avoid duplication, redundancy avoid fruit less and wasteful expenditure by disposing redundant material on time.
- Receiving and verifying of stock as against the purchase order
- Data capturing on SAP software
- Planning and organizing stock and inventory.
- Ensuring the safety and security of the stock while following

Casual at Webbers Clothing and Footwear, Pretoria

September 2018 - February 2021

- Welcome customers and answer their questions, help them locate items, and providing advice or recommendations.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Balancing the cash register and generating reports for credit and debit sales
- Worked well with other employees to ensure smooth processes.
- Focused on being punctual, hard working, and reliable.
- Assisted with displays and offered ideas to increase product appeal.

Educational Background

National Senior Certificate (Grade 12)

Rantailane Secondary School

Certificate Attached

December 2016

National Certificate : Systems Development NQF 5 Khano Training Institute

Certificate Attached

December 2022

Data Communications And Networking NQF 4 -Za Wit Training Institute

Certificate of results attached

January 2022

FET Certificate: Business Administration Services NQF 4, Richfield Graduate Institute of Technology

Certificate Attached

September 2020

HCIA- Cloud Computing V4.0 Huawei

Talent Development Certificate

Attached

February 2022

**MTN Business App Academy NQF 5MTN
Business Academy
Certificate Attached**
September 2021

**Microsoft Azure FundamentalsSimpliLearn
Certificate Attached**
February 2021

**Modern Application on AWS - AWS
Training and Certification Certificate
Attached**
10 December 2021

**Java Certificate CourseSimpliLearn
Certificate Attached**
December 2021

**Business Management Tusanang
Training AcademyCertificate
Attached**
June 2021

**Project Management Foundations
Linkedin LearningCertificate Attached**
December 2021

**End-User Computing
Rhully's Innovative Skills Training and Consulting Institute**
September 2020

- **Reference**

Yollanda Bhe (Manager) – Webbers Clothing and Footwear
078 1825 814

Agnes Makena (Supervisor) – Department of Social Development
012 7033 563 / 082 2151 707

Ramari Booi (Institute Director) – Khano Training Institute
081 737 6024

Lavern Bond (Consultant and Supervisor for hosting companies)
081 207 3837