

Miss Goitseone Carl Mokomane

5/27/2013



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OBJECTIVES

I am a fresh graduate of Information Technology and systems major from Monash University. I have skills and knowledge in problem solving, critical analysis and managing key areas in Information Technology and Systems. I am looking for a graduate post in Information Technology and systems field or any related field where I can expand my expertise.

EDUCATION

2010 - 2012

University: Monash University Sunway Campus

Date of Completion: 3-12-2012

Qualification: Bachelor of Information Technology and Systems

Additional Qualifications: Minor in Internet Technologies

Minor in Multimedia Website Development

Minor in Information Architecture and Governance

2008-2009

College: Sunway University

Qualification: Monash University Foundation Level

2006-2007

High School: Kgari Sechele Senior Secondary School, Botswana

Qualification: BGCSE Certificate

EXPERIENCE

2013 (MARCH - CURRENT)

Current Position: Trainee Operations Manager / Procurement Officer

I am currently working as a trainee operations manager/ procurement officer at Kesol Products and Service t/a Kesol Preemies. My duties involve;

- Manages and supervises marketing team
- Ensures a positive shopping experience for all our customers
- Responsible for procurement of goods from ordering phase to delivery
- Developing and Maintaining a database of our suppliers
- Manages company financials
- Performs general administrative duties

Position: Monash University Student Ambassador

My duty as a student ambassador required me to work closely with student service staff to promote Monash University during opening day and application day. It involved being a guide to parents and prospective students during opening day, which entailed taking a university campus tour to familiarize them with the university environment and also share student experiences as a university product. Being a student ambassador also involved taking part in prospective student recruitment as part of the university marketing strategy.

Position: Student buddy

I was also involved in student buddy program. This program is responsible for orientation activities; guiding new students as they enter a new chapter in their academic lives as undergraduate. I worked closely with new students either as a guide or advisor. My duties involve helping them to make a smooth transition into an unfamiliar academic environment.

SKILLS

•**Language:** Fluent written and spoken English.

•**Computing:** Very good in MS Word, Excel, Access, PowerPoint

- Website development technologies:** XHTML, CSS, php, asp.net, JavaScript, ColdFusion
- Programming languages:** C# and Java
- Database management language:** ado.net, Mysql
- Additional multimedia skills:** Intermediate knowledge of Adobe Photoshop, illustrator, Flash, Dreamweaver and indesign
- Mobile Application development:** basic knowledge of android

PERSONAL

Date of Birth: 11 May 1989

Place of Birth: Botswana

Marital status: Single

Race: African

Nationality: Motswana

Interests and Activities:

- Travelling
- Internet Savvy
- **Monash University Volunteer**

I was also involved in Monash University volunteering program. This program gave me the opportunity to get involves with various NGO's around Selangor, Malaysia for the betterment of the community. I previously worked as a team leader; my main duty was to manage the volunteering team by ensuring that all allocated tasks are completed accordingly and ensure that the team has transportation to reach NGO location. Most importantly I was responsible for submitting weekly report to record of all the activities and tasks performed at every volunteering session.

- Certified mental health first aider

REFERENCES

Monash University Sunway Campus

Dr Simon Egerton

Deputy Head of School (Research) School of Information Technology

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