

KEAMOGETSOE GILBERT SEKATI

3788 Taurus Crescent Lenasia South · 081 451 5744

Dedicated and detail oriented professional with experience in healthcare counseling, administration, sound engineering, graphic design, web development, and IT.
Seeking a role that leverages my skills in creativity, technical expertise, and passion for community service to drive positive impact

EXPERIENCE

2019/11/01 – 2021/03/30

FILING CLERK, THE AURUM INSTITUTE

Ensure documents are accurately stored and easily retrievable
Receive, sort and file documents, and track their movement
Handle sensitive information with care and discretion

2014/02/26 – 2017/12/31

HEALTH SCREENER/HIV&TB COUNSELOR, THE AURUM INSTITUTE

Provided pre- and post-test counseling, adherence counseling, and emotional support to clients living with HIV and TB.
Conduct risk reduction counseling TB education, and support
Develop care plans, maintained records, and collaborated with healthcare teams

2023/12/20 – 2025/12/20

BARTENDER, FEEL MY NEEDS

Prepared and served drinks to customers
Managed cash transactions and operated a point-of-sale system
Maintained a clean and organized workspace
Provided excellent customer service and ensured customer satisfaction
Developed strong communication and interpersonal skills

EDUCATION

2013

GRADE 12, SOUTHVIEW HIGH

Analytical thinking: Developed through life Sciences and Geography
Communication: Enhanced through English
Problem-solving: Built through Math Literacy
Understanding of human and environmental systems: Gained through Life Science, Geography and Life Orientation

2022

SOUND ENGINEERING, SOUTHWEST MEDIA COLLEGE

Music production, Sound Engineering, Arranging, and Electronic Music Skills.

Proficient, and sound design, with a strong foundation in keyboard technique and electronic music

2023

SKILLS PROGRAM-WORK READINESS, THOKWAS LEARNING INSTITUTE

Long-Term insurance NQF L4 (49649)

Knowledge and application of ethical conduct in a business environment

Workplace relationships

Time management

Managing diversity in the workplace

Customer care skills

INTRODUCTION TO CYBERSECURITY

2024

END USER COMPUTING, FS COMPUSTEPS INFORMATION TECHNOLOGY COLLEGE

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

File and folder management

Secretarial skills

Office practice

Telephone etiquette

Meeting and report management

2025 (CURRENT)

JUNIOR CYBER-SECURITY ANALYST, CISCO NETWORKING ACADEMY

Introduction to Cybersecurity

Networking Basics

Networking Devices and Initial Configuration

End point Security

Network Defense

Cyber Threat Management

2025 (CURRENT)

MULTIMEDIA WEBDESIGN & GRAPHIC DESIGN NQF 4, BELIEVERS CARE SOCIETY

HTML/CSS

Web development

Graphic Design

User Experience (UX) Design

Adobe Creative Suite

SKILLS

- IT: Microsoft Office Suite (Word, Excel, PowerPoint, Access, End User Computing, File and folder management)
- Creative: Sound engineering, Graphic design, Web design
- Administrative: Secretarial skills, Office practice, Telephone etiquette, Meeting and report management
- Healthcare: HIV/TB Counseling, Adherence support, Risk reduction counseling
- Valid driver's license: Code 10

ACTIVITIES

Community Service and Volunteer work **Happy environment Organization**

Clean-up initiatives:

- Participated in regular clean-up activities in the community, including storm drain cleaning and waste removal
- Collaborated with community members to maintain public spaces and promote environmental sustainability.

Environmental Conservation:

- Assisted in planting activities at a local community space
- Contributed to beautification and greening initiatives in the community

Administrative Support:

- Volunteered at BELIVERS CARE office, providing administrative assistance and support
- Gained experience in office management and organization

Skills Developed:

- Teamwork and collaboration
- Community engagement and outreach
- Environmental awareness and sustainability
- Administrative and organizational skills.