
MOHLALA KOKETSO HLABIRWA

Information Technology Professional

kokoketsohlaborwa02@gmail.com | 0646646912

Profile

I am a dedicated and highly motivated Information Technology professional, holding a Diploma in Information Technology from the Richfield Graduate Institute of Technology. My technical foundation is built on a strong proficiency in full-stack development concepts, with practical experience in Python, Java, C#, and SQL. I am deeply passionate about the intersection of software engineering and user experience, specifically in the creation of innovative web and mobile applications designed to address real-world challenges.

Throughout my academic and professional journey, I have demonstrated a consistent ability to solve complex technical problems, whether through direct IT support or the implementation of critical infrastructure. My background as a Student Representative Council (SRC) leader has further refined my communication and leadership skills, allowing me to bridge the gap between technical requirements and user needs. I am now seeking to apply my technical expertise and disciplined work ethic within a forward-thinking development or IT services team.

Personal Details

Names: Koketso Hlabirwa

Surname: Mohlala

Date of birth : 11 March 2004

ID: 0403116073087

Languages : Sepedi , English

Professional Experience

IT Support Specialist

07/2024 - 07/2024

Molaka Primary School

- Provided IT support to 20 students
- Researched and identified solutions to technical problems
- Successfully resolved printer-related issues
- Installed and configured operating systems and applications
- Removed malware, ransomware, and other threats from laptops and desktop systems
- Explained technical information clear terms to promote better understanding for non-technical issues

Lab Setup Specialist

05/2023 - 05/2023

Penge Primary School

- Successfully completed the lab setup within the budget and ahead of school schedule
- Assisted with the installation and configuration of 10 security cameras
- Let the complete setup of the new computer lab
- Updated software to safeguard against security flaws
- Created user accounts and assigned permissions

Student Representative Council

2022

Nakgwadi Secondary School

- Led student initiatives
- Resolved concerns
- Maintained neat class and organized classroom environment
- Supported the implementation of classroom regulations, Ensuring smooth daily operations.

Student Representative council

2025

Richfield Graduate Institute Of Technology

- Attended monthly meetings with SRC board to discuss program initiatives
- Led campus tours for prospective students every semester
- Answered questions from visitors and potential students about campus life.
- Mentored students to increase satisfaction and help engage in campus life.

Education

Diploma In Information Technology – NQF LEVEL 6

2023 – 2025

Richfield Graduate Institute Of Technology

- **Top Achiever Award** – Faculty of Information Technology, 2025

National Senior Certificate - Grade 12

2022

Nakgwadi Secondary School

Projects

School Camp Volunteer

2022

Nakgwadi secondary school

- Assisted in maintaining order and discipline.
- Helped with safety protocols, ensuring students follow guidelines for their well-being
- Helped with organizing sleeping arrangements, ensuring students had a safe and orderly resting environment.
- Checked in on students regularly.

Key Skills

- Proficient in Microsoft suite: skilled in creating professional documents, presentations, and reports.
- Used Microsoft Excel to develop inventory tracking spreadsheets
- Strong math skills
- leadership: ability to lead team members and students
- Physical abilities: able to lift strong object and stand for long periods
- Cleaning and sanitation: knowledgeable in safely using cleaning equipment and supplies to maintain a clean and safe environment

Interests

- Teamwork: i am a soccer team player and enjoy leading and training others to achieve common goals
- Cooking and food preparation: i enjoy cooking and preparing a variety of foods
- Gym and wellness: enjoy staying active, improving endurance and building strength through fitness routine

References

Name	Position & Organization	Contact Information
Mr. Serage	School Principal, Penge Primary School	078 537 3039
Mr. Shivambu	Campus Manager, Richfield Graduate Institute	082 893 6180
Mr. Lubisi	Educator, Nakgwadi Secondary School	072 889 5592
Mr. Mamabolo	Lecturer, Richfield Graduate Institute	060 759 7741