

Kopo Kealeboga Keitumetse
IT Officer||Developer||IT Auditor

PROFESSIONAL BIO

Dynamic Computer Systems Engineer with a diverse skill set spanning both hardware and software domains. Adept at hardware installation, software development (node, Python and Java), and Microsoft server deployment. Experienced in network troubleshooting and performance optimization. Specializes in Sage Pastel Partner implementation/support. Known for delivering comprehensive IT solutions and fostering strong client relationships through exceptional communication

CONTACT

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REPOSIT: <https://github.com/kopokeitumet>

EDUCATIONAL SUMMARY

BSc (Hons) Computer Systems Engineering -
University Of Sunderland via Botswana
Accountancy College Study Center (2019)

BGCSE - Goodhope Senior Secondary School
(2013)

CERTIFICATES

- Pastel partner practitioner
- Pastel Partner Installation technician
- Certificate of competence in standard based assessment
- Webflow Certificate

SUMMARY OF COMPETENCIES

Technical and functional skill

- Skilled in deploying Microsoft server-based solutions for network/data management
- Proficient in using Sage Pastel Partner and Payroll to manage financial data
- Web development flask and Webflow, mysql
- Proficient in utilizing REST APIs to interact Proficient in utilizing REST APIs to interact with external services and data sources
- Experience in hardware installation, software/driver configuration, and network troubleshoot
- Interpersonal Skills
- Innovative
- Problem solving
- Team player
- Customer focus
- Version Control: Familiarity with version control systems like Git for efficient code management and collaboration.
- Scripting Languages: Knowledge of scripting languages like JavaScript,

PROFESSIONAL EXPERIENCE

Freelance Developer - March 2023 to July 2023

- Actively engaged in user testing and feedback sessions, iteratively refining front-end designs and functionality based on user input.
- Collaborated with cross-functional teams to design and implement user-friendly interfaces, optimizing the front-end of web applications for enhanced user experiences.

- Worked closely with clients to gather requirements, provide technical insights, and deliver software solutions that aligned with their business objectives.
- Developed RESTful APIs using Java and Node.js, facilitating smooth communication between front-end and back-end systems.

Businessoft Systems - Pastel Partner/Payroll Consultant - March 2020 to March 2022

- Sage Pastel Partner & Payroll Implementation: Expertly implemented and trained clients on Sage Pastel Partner & Payroll solutions, enhancing user proficiency and system utilization.
- Sage Pastel Partner & Payroll Support: Provided comprehensive support, training, and documentation for Sage Pastel Partner & Payroll systems, ensuring smooth operations and user satisfaction.
- Sage Pastel Partner & Payroll Installation: Installed, configured, and trained users on Sage Pastel Partner & Payroll systems, ensuring seamless integration into business processes.
- Pastel Partner Company Setup: Streamlined system setup and configuration to optimize functionality and efficiency.
- Pastel Partner Entering Opening Balances: Managed accurate entry and maintenance of opening balances for Pastel Partner systems, facilitating smooth financial operations.
- Year End Processing: Efficiently conducted year-end procedures for Pastel Partner & Payroll systems, ensuring compliance and accurate financial reporting.

Information Technology Integrators (ITI) - Technician Intern - Feb 2018 to June 2018

- Training and Documentation: Assisted in training end-users on system usage and documented training materials for future reference, contributing to knowledge dissemination.
- Hardware Installation & Configuration: Set up and configured computer hardware while training team members on hardware best practices and maintenance.
- Software & Driver Configuration: Installed and configured software/drivers, emphasizing user-friendly documentation for troubleshooting and configurations.
- Microsoft Server Deployment: Collaborated on deploying Microsoft server-based solutions, sharing knowledge with team members to ensure effective implementation.
- Network Troubleshooting: Identified and resolved network issues, documenting troubleshooting steps for reference in future incidents.

ACHIEVEMENTS

Runner up LEA Digital Hackathon

Designed and executed a comprehensive HR site within SharePoint, showcasing the ability to structure and present information effectively for end-users. Developed a Power App to streamline leave request and approval processes, highlighting the ability to enhance business processes through technology. Designed a secure document management system using PowerApps and SharePoint, showcasing attention to data security and user-friendly solutions.

References

Available upon request