# curriculum vitae

**Introducing**

## Personal details

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| **Full names:** | Tladi Leshalagae Cecil(kgoshi) |
| **Position applied for:** | Business Analyst |
| **Nationality:** | South African |
| **ID number:** | 7306155746088 |
| **EE Profile:** | African male |
| **Languages:** | English |
| **Area of residence:** | Centurion |
| **Date of birth:** | 15 June 1973 |
| **Notice Period:** | One calendar month |
| **Rate/Salary:** | **R**  *(Bill rate to Nedbank which is inclusive of the pay rate to the Contractor)* |

## Executive summary

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| **Overview:** |
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## Qualifications

| **Qualification** | **Institution** | **Date** |
| --- | --- | --- |
| MATRIC | MOHLAKANENG SENIOR SECONDARY SCHOOL | 1993 |
| DIPLOMA IN PUBLIC MANAGEMENT | TECHNIKON PRETORIA | 1999 |
| CERTIFICATE IN SYSTEMS ANALYSIS AND DESIGN | INTEC COLLEGE | 2006 |
| CERTIFICATE IN BUSINESS AND SYSTEMS ANALYSIS | UNIVERSITY OF PRETORIA | 2007 |
| CERTIFICATE IN BUSINESS PROCESS MANAGEMENT | UNIVERSITY OF PRETORIA | 2015 |
| PROGRAMME CERTIFICATE IN BUSINESS ANALYSIS | UNIVERSITY PRETORIA | 2016 |
| DIPLOMA IN INFORMATION TECHNOLOGY | UNISA | 2018 |
| ADVANCED DIPLOMA IN INFROMATION RESOURCE MANAGEMENT (B-TECH DEGREE IN INFORMATION TECHNOLOGY) | UNISA | 2021 |

| **Certificate/Training** |
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| CERTIFICATE IN OBJECT-ORIENTED ANALYSES AND DESIGN  CERTIFICATE IN VB.NET PROGRAMMING  CERTIFICATE IN PL/SQL SERVER  CERTIFICATE IN RUP |

## Career summary

| **Company** | **Position** | **Start date** | **End date** |
| --- | --- | --- | --- |
| PTPI/TIPP FOCUS (Joint Venture) | Enterprise Architect | 2019/02 | 2020/11 |
| PTPI/TIPP FOCUS (Joint Venture) | Business Analyst/Enterprise Architect | 2018/07 | 2018/12 |
| State Information Technology Agency | Business Analyst | 2014/08 | 2017/01 |
| SITA | Business Analyst | 2010/09 | 2014/07 |
| SITA | Systems Analyst | 2007/01 | 2010/08 |
| SITA | HR Admin Officer | 2006/05 | 2006/12 |
| SITA | Configuration Officer | 2001/07 | 2006/04 |

## Skills summary

| **Skill name** | **Skill level** | **Years** |
| --- | --- | --- |
| MS Office Suite | 4 | 4 |
| MS Visio | 4 | 3 |
| Magic Draw | 3 | 2 |
| Archimate | 3 | 1 |
| Visual Paradigm | 3 | 1 |

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| **Skill level key** |  |
| Appropriate training only | 1 |
| Limited practical experience | 2 |
| Solid practical experience | 3 |
| Extensive experience | 4 |
| Expert | 5 |

## Detailed career history

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| --- | --- | --- | --- |
| **Company name** | PTPI/TIPP FOCUS (Joint Venture) | | |
| **Job title** | | **Start date** | **End date** |
| Enterprise Architect | | 2019/02 | 2020/11 |
| **Summary** | | | |
| Enterprise Resource Planning Project implementation; review the governance documents like the ICT Strategic Plan, ICT Implementation Plan, ICT Operational Plan; Data Centre Upgrade; EA/Togaf Development.  Activities   * The Enterprise Architecture stream involved in developing Business Requirements Specification for the Enterprise Resource Planning project for City of Polokwane * Involved developing an Enterprise Resource Planning Bid Specification -i.e. Enterprise Architecture contributed with architectural work; in order to appoint a service provider to implement the Enterprise Resource Planning solution. * Involved in the development of the Enterprise Resource Planning Solution Architecture and the Architecture Landscape * Deployment diagram. * The team and Enterprise Architecture developed the Target Operating Model in order to identify enhancements to what will be implemented. * Involved in Implementation of Munsoft Financial Management System; HR - Sage 300 People; Institute of the Management Information Systems (i.e Document Management System and Contracts); Action Assist and developing integration to 3rd party systems * Helped ICT to review their Architecture plans, i.e. ICT Strategic, Implementation and Operation plans based on The Open Group Architecture Framework, in alignment with the Corporate Governance ICT Policy Framework. We also developed some policies; ICT Charter; Disaster Recovery Plan and Corporate Governance of ICT Policy Framework Implementation plan. * Communication of the ICT Strategy to the ICT team and the rest of the City of Polokwane directorate. * The Enterprise Architecture has been involved in the upgrade of the Data Centre- i.e. Infrastructure Architecture * The Enterprise Architecture stream has also been involved in the Connectivity Project - i.e. the Architecture of the Network * The Enterprise Architecture has been in the process of developing, implementing Enterprise Architecture based on Togaf / Architecture Development Method. | | | |
| **Reason for leaving** |  | | |

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| --- | --- | --- | --- |
| **Company name** | PTPI/TIPP FOCUS (Joint Venture) | | |
| **Job title** | | **Start date** | **End date** |
| Business Analyst/Enterprise Architect | | 2018/07 | 2018/12 |
| **Summary** | | | |
| * Facilitate the reviewing of all GL groups and training for personnel how to setup and edit GL groups. * Facilitate the improvement of Sage validation reports so that users can be able to use it directly from the system without relying on consultants to unpack it further. * Facilitate the improvement of Sage-Munsoft Trial Balance reconciliation with Payroll monthly expenses reports. * Facilitate the reversal of Payroll integration for 2019/20 FY. * Facilitate the Mid-Term SARS submission preparation. * Facilitate the creation of a QA environment for Sage 300 People. * Facilitate the re-alignment of Leave Policy with the system. * Organise a session with Recruitment, EAP, Training, Labour, and EHS to get them to use the system. * Organise weekly HR Progress Meeting- until HR is full on-boarded to Sage 300 People. * Facilitate a Setup of Skills Map for Recruitment. * Facilitate the elimination of errors and ensure that all employees at a position level are correctly linked. * Analyse and document the solution from the workshops. | | | |
| **Reason for leaving** | Contract ended | | |

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| --- | --- | --- | --- |
| **Company name** | State Information Technology Agency | | |
| **Job title** | | **Start date** | **End date** |
| Business Analyst | | 2014/08 | 2017/01 |
| **Summary** | | | |
| * Gather and document Business Requirements. * Documenting User Requirement Specifications (URS). * Translating the User Requirements into Functional Requirements. * Documenting Application System / Technical Systems Specification. * Arranging meetings and facilitating JAD sessions with developers and/ or analysts and/ or Business Representatives. * Formal and Informal communication with all relevant parties (Project Personnel) throughout the system development life cycle (SDLC). * Analyzing and documenting the changes in the system. * Ensuring that the solution is tested and validated against the business requirements. * Conduct Quality Assurance during the SDLC. * Able to communicate with clients and ask relevant questions and clear related issues to understand the business concept and be able to model the business from there onward. * Implement the solution and conduct handover to the client. * Doing data gap analysis. * Conduct User Acceptance Testing (Alpha and Beta Testing). * Compile Test Documentation (Test Cases and Packs). * Together with the developers, draft the User Acceptance Test Plan. * Participate in testing & document any failures or issues identified. * Re-arrange for re-testing. * Together with the Project Steering Committees, sign of the final User Acceptance Testing and provide authorization to move changes into production. | | | |
| **Reason for leaving** |  | | |

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| --- | --- | --- | --- |
| **Company name** | SITA | | |
| **Job title** | | **Start date** | **End date** |
| Business Analyst | | 2010/09 | 2014/07 |
| **Summary** | | | |
| * Gather and document Business Requirements. * Documenting User Requirement Specifications (URS). * Translating the User Requirements into Functional Requirements. * Documenting Application System / Technical Systems Specification. * Arranging meetings and facilitating JAD sessions with developers and/ or analysts and/ or Business Representatives. * Formal and Informal communication with all relevant parties (Project Personnel) throughout the system development life cycle (SDLC). * Analyzing and documenting the changes in the system. * Ensuring that the solution is tested and validated against the business requirements. * In conjunction with technical personnel, compile the Technical System Design (TSD) and ensure its conformance to the FSD. * Understanding of conceptual entity models and translating it into physical data models (Relational and Object-Relational). * Conduct Quality Assurance during the SDLC. * Able to communicate with clients and ask relevant questions and clear related issues to understand the business concept and be able to model the business from there onward. * Implement the solution and conduct handover to the client. * Doing data gap analysis. * Conduct User Acceptance Testing (Alpha and Beta Testing). * Compile Test Documentation (Test Cases and Packs). * Together with the developers, draft the User Acceptance Test Plan. * Participate in testing & document any failures or issues identified. * Re-arrange for re-testing. * Together with the Project Steering Committees, sign of the final User Acceptance Testing and provide authorization to move changes into production. | | | |
| **Reason for leaving** |  | | |

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| --- | --- | --- | --- |
| **Company name** | SITA | | |
| **Job title** | | **Start date** | **End date** |
| Systems Analyst | | 2001/01 | 2010/08 |
| **Summary** | | | |
| 1. Formal and Informal communication with all relevant parties (Project Personnel) throughout the system development life cycle (SDLC). 2. In conjunction with technical personnel, compile the Technical System Design (TSD) and ensure its conformance to the FSD. 3. Understanding of conceptual entity models and translating it into physical data models (Relational and Object-Relational). 4. Quality Assurance during the SDLC. 5. Able to communicate with clients and ask relevant questions and clear related issues to understand the business concept and be able to model the business from there onward. 6. Data gap analysis. 7. Documenting of data model. 8. Compile User Requirements Specifications and Functional Design Specifications. 9. Conduct User Acceptance Testing (Alpha and Beta Testing). 10. Compile Test Documentation (Test Cases and Packs). 11. Conduct Quality Assurance to Specification. 12. Facilitation during JAD session with developers and/ or analysts and/ or Business Representatives. 13. Together with the developers, draft the User Acceptance Test Plan. 14. Participate in testing & document any failures or issues identified. 15. Re-arrange for re-testing. 16. Together with the Project Steering Committees, sign of the final User Acceptance Testing and provide authorization to move changes into production. | | | |
| **Reason for leaving** | Career growth | | |

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| **Company name** | SITA | | |
| **Job title** | | **Start date** | **End date** |
| Configuration Officer | | 2001/07 | 2006/04 |
| **Summary** | | | |
| * Making sure that SITA assets are captured on the system. * Arrange a proper and a user-friendly filling system. * Check if Policies and Procedures were followed when documents are returned for further distribution. * Capture the timesheets on daily basis. * Responsible for the process of timesheets and reports on a monthly basis. * Ensure that there are reports to validate all STAR information and changes. * Effective communication with the Managers, Project coordinators, Business Relationship Managers and Project Office. | | | |
| **Reason for leaving** | Contract ended | | |

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| --- | --- | --- | --- |
| **Company name** | SITA | | |
| **Job title** | | **Start date** | **End date** |
| HR Contractors Officer | | 2006/05 | 2006/12 |
| **Summary** | | | |
| * Capturing of new contractors on the system * Informing Labor Brokers about the contract extension and wage increases of their resources. * Check if the Labor Brokers’ registration numbers are captured on the system. * Check if the rate written on the resource’s invoice corresponds with the one captured on the system before payment can be done. * Check if a resource moving from one Labour Broker to another have all the necessary documents before we can change his/her details on the system. | | | |
| **Reason for leaving** | Contract ended | | |