# curriculum vitae

**Introducing**

## Personal details

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| **Full names:** | Phillip Lefu Kobe |
| **Position applied for:** | Business Analyst |
| **Nationality:** | South African |
| **ID number:** | 830125 5366 084 |
| **EE Profile:** | African male |
| **Languages:** | English |
| **Area of residence:** | Klerksdorp |
| **Date of birth:** | 25 January 1983 |
| **Notice Period:** | 2 weeks |
| **Rate/Salary:** | **R**  *(Bill rate to Nedbank which is inclusive of the pay rate to the Contractor)* |

## Executive summary

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| **Overview:** |
| **Summary**  I manage projects, document processes and implement technical solutions that help companies achieve their business goals. I have strong technology skills, an understanding of business objectives and great interpersonal abilities. The ability to interact with stakeholders at all levels of the organization and strategic thinking on technology and business issues.  I have a grasp of business fundamentals, such as marketing, sales and operations. I am able to identify your critical projects, processes and business objectives.  I have a strong technological component and full understand on software, hardware and mapping IT infrastructure to business problems. A strong people skills and interacting with staff at all levels across an organization, professional communication styles, conflict resolution and the ability to build consensus.  **Knowledge and Tools**  **Enterprise**  Working on enterprise with standard process such as TOGAF, PMBOK, BMM and more. To Customize and design process just-in-time.  ArchiMate, Enterprise Process, and Strategic Planning.  **Professional**  Managing scaled agile projects with multiple teams collaboratively on the cloud with story map, affinity estimation and sprint board.  User story mapping, customer journey map, on-demand model ETL, Project management tools, decisions &Rule management, CMMN, SoaML  **Standard**  Model and blueprint target system using UML, SysML, BPMN, User stories and wireframes. Perform code engineering & auto generate or design your own report.  User story, wireframe and storyboard, code and database engineering, document generation, Raci and Crud chard, mind mapping, impact analysis  **Modeler**  Visual modelling platform for basic system and software development.  UML & SysML, ERD, BPMN, DFD, Team Collaboration, Task Management, Glossary Management, commercial use.  with a full background on Enterprise Process, EA/Business Design, Agile,CX,UX,System Design, Cloud Arch.Design,Strategic Analysis, Model Analysis, Team |

## Qualifications

| **Qualification** | **Institution** | **Date** |
| --- | --- | --- |
| DIPLOMA IN INFORMATION TECHNOLOGY | WITS COLLAGE OF COMMERCE, JOHANNESBURG, | 2005 |

## Career summary

| **Company** | **Position** | **Start date** | **End date** |
| --- | --- | --- | --- |
| Nerdish IT Solutions | Business Analyst/Project Manager | 2007/10 | Current |
| Klerksdorp Computer Specialists | Software Engineer and Technician | 2006/01 | 2007/02 |
| Thabeng Business Solutions | IT Specialist | 2007/04 | 2007/07 |

## Skills summary

| **Skill name** | **Skill level** | **Years** |
| --- | --- | --- |
| Business Analysis | 5 | 10 |
| Financial & System Development | 5 | 10 |
| Data Migration Mapping | 5 | 10 |
| Agile and Waterfall Model | 4 | 8 |
| Scrum | 4 | 8 |
| MS Office Suite & MS Project 2013 | 4 | 10 |
| Oracle 8i | 4 | 8 |
| Unit Testing | 4 | 8 |
| Enterprise Architect | 4 | 8 |

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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** | Nerdish IT Solutions | | |
| **Job title** | | **Start date** | **End date** |
| Business Analyst/Project Manager | | 2007/10 | Current |
| **Summary** | | | |
| * Managed the analysis and implementation of several large IT projects. * Strategic analysis undertaken and delivered to inform, manage and drive stakeholder expectations. * Analysis & design for a web-based adaptable workflow system for use across the business to streamline endorsement procedure for administrative processes Operational Process Flow Reviews. * Promoted to group lead directing full-time employees at client site for ability to identify, develop, and manage over 500 technological requirements through a multi-year project life cycle. * Played key role in design and execution of 60-day implementation model to capture design and development requirements in an iterative development life cycle that reduced lead-time by over 30%. * Helped resolve critical control and operational weaknesses; identified problems, recommended improvements, and worked in collaboration with stakeholders, Risk, and Finance to implement issue resolutions. * Reduced operational risks and automated production and collection of key performance indicators for production time and processing errors by reengineering key aspects of production environment. * Achieved or exceeded all position objectives, applying attention to detail and methodical approach to fulfil goals. Brought fresh insight and leveraged talent for deriving simple solutions to complex problems to solve various operational problems and process inefficiencies. * Worked on time-critical efforts to develop improved reporting infrastructure and enhanced communications with support partners. * Played key supporting role in technology enhancements and process reengineering efforts through development of business cases and financial justifications presented to senior leadership. Introduced new approaches to presenting data that were well received and highly commended for intelligibility and clarity. | | | |
| **Reason for leaving** |  | | |

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| --- | --- | --- | --- |
| **Company name** | Klerksdorp Computer Specialists | | |
| **Job title** | | **Start date** | **End date** |
| Software Engineer and Technician | | 2006/01 | 2007/02 |
| **Summary** | | | |
| * I worked two roles on the company as it was small company on its merging process. I was developing enterprise application for various clients and develop IT infrastructure for them and also helping on fixing workstation and servers for client. Building workstations and installation. * A summary of additional responsibilities follows: * Software requirements: The elicitation, analysis, specification, and validation of requirements for software. Software design: The process of defining the architecture, components, interfaces, and other characteristics of a system or component. It is also defined as the result of that process. Software engineering management: The application of management activities—planning, coordinating, measuring, monitoring, controlling, and reporting—to ensure that the development and maintenance of software is systematic, disciplined, and quantified. Software maintenance: The totality of activities required to provide cost-effective support to software. Software configuration management: The identification of the configuration of a system at distinct points in time for the purpose of systematically controlling changes to the configuration, and maintaining the integrity and traceability of the configuration throughout the system life cycle. Programming language Visual Basic 6.0. | | | |
| **Reason for leaving** | Contract ended | | |

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| --- | --- | --- | --- |
| **Company name** | Klerksdorp Computer Specialists | | |
| **Job title** | | **Start date** | **End date** |
| Software Engineer and Technician | | 2007/04 | 2007/07 |
| **Summary** | | | |
| * Developing IT Strategy for the company and doing procurement on IT. Consulting on IT by coming with solutions for our clients and is where I learned to develop a web site. * A summary of additional responsibilities follows: * Administration and support of Windows 2000-2003/8 servers to include Active Directory, Group Policy, MS IIS, basic LAN,WAN, DNS, DHCP, WINS administration and support. Installation, configuration, maintenance, and backup of over 25 Dell Power Edge Servers (Small Business Server 2003).Oversight of installation on all data communications twisted pair cabling in all new locations. * Daily task include installation and updating of all new software, checking maintenance plans, pulling crystal reports, and troubleshooting MS Small Business Server 2003/8 and WINDOWS XP Pro/VISTA/7on all in house servers and pc’s. Extensive Lab testing of new developmental – software and hardware. Provide tier 3 help desk support to techs and end user. Setup and installation of all new field laptops and PC. Responsible for Remote connections to all servers in field. Customer Relations. Documents PCs and network configurations and maintenance procedures, and PC inventory Works with vendors/suppliers to obtain software and hardware price quotes, licenses and warranty replacements. * **PROFESSIONAL EXPERIENCE** * **Technical** * Involved in projects to review financial & budgetary systems and the redesign of systems for regulatory legislation. * Knowledge of Expertise in System design and development required for business process. * Having a thorough understanding of how IT interfaces with multiple functional groups within an organization. * Ability to construct process models including data dictionaries and volume estimates. * Able to test business applications from a business perspective to ensure that all client requirements are incorporated into the design. * **Management** * Understanding service objectives and capturing business requirements through active listening & questioning techniques. * Keeping abreast of new legislation, company strategy and policy and being able to identify its impact on ICT projects. * Able to prepare written proposals, requirements specifications, invitations to tender and solution specifications. * Able to identify business & systems process improvements from Big Picture to detail level. * Excellent communication skills to manage and liaise with business and technical consultants to explore business process improvement opportunities. | | | |
| **Reason for leaving** | Contract ended | | |