

Date	2012/09/02
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Contact Details

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Personal Details

Candidate	Motsoenyane, Gilbert Molefe
Current Position	IT Technician and Desk Support
Notice	30 days
Current Location	Johannesburg

Additional Personal Details

Gender	Male
Employment Equity	Black
Driver's Licence	Yes
Own Transport	Yes
Willing to work shifts (if applicable)	Yes
Preferred Suburbs to work in	Anywhere within South Africa
Nationality	South Africa

Education – Secondary Schooling

Year Matriculated	2008
Last School Attended	Southview High
Subjects	English Afrikaans Geography Life Sciences Maths Literacy Life Orientation Accounting

Education – Tertiary

Period	03 years
Qualification	Diploma in Information Technology and Network Engineering
Institution	CTI Education Group
Subjects	<ul style="list-style-type: none"> ◦ Computer Literacy ◦ A+ (computer technician) ◦ N+ (Network +) ◦ MS Windows Server 2008 ◦ Wireless Networks & Security ◦ Linux Basic ◦ Linux Administration ◦ Linux Server Administration ◦ Security+ ◦ Convergence+

	<ul style="list-style-type: none"> ◦ Personal Skills Development ◦ MS Exchange Server 2007 ◦ MS Server: Network Infrastructure 2008 ◦ MS Server: Active Directory 2008 ◦ MS Server Application Infrastructure 2008 ◦ Advanced Network
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Period	6 Months
Qualification	Diploma in Project Management
Institution	Varsity College
Subjects	<ul style="list-style-type: none"> ◦ Procurement management ◦ Project Management Technique ◦ Project Scheduling management ◦ Economic Principals ◦ Effective Project control ◦ Presentation Skills.

Courses Attended

Year	Duration	Course	Institution
2009	7 Months	Network Technician	Jeppe College of Commerce & Computer Studies

Skills Matrix

1 Had appropriate training only	2 Limited practical experience	3 Solid practical experience	4 Well versed, extensive experience	5 Expert, extensive experience
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Type of Experience	Experience In months	Date Last used	Skill level
IT Technician and Consultant (Operations)	48	Current	5
Sales	7	2006	4
Junior Assistant Project Manager	6	2011	4
Management	6	2012	3
Mobile Computing (wireless)	24	2011	4

Career History

Period	Since September 2011
Current Position	IT Technician and Desk Support
Present Company	Caxton Magazines
Technologies	Active Directory, MS Outlook ,FTP, Adobe CS 5.5, Microsoft, Apple Mac & Linux OS Support,
Responsibilities	<ul style="list-style-type: none"> ◦ Hardware and software configuration & maintenance. ◦ MS outlook setup and configuration. ◦ Troubleshooting. ◦ Active Directory. ◦ Dreamweaver Programming ◦ Computer repairs. ◦ Windows updates ◦ System security implementations ◦ Printer configuration.

	<ul style="list-style-type: none"> ◦ Software installation and upgrading. ◦ Client training ◦ Logging and following up calls with external suppliers and service providers. ◦ Real time server monitoring ◦ Server Operating System installation, configuration, maintenance, System upgrading and troubleshooting. ◦ System backups. ◦ Recover .edb files. ◦ Network setup and configuration. ◦ Joining computers to the domain. ◦ Data recovery ◦ Disaster Recovery Plans ◦ Helpdesk consultant. ◦ Maintaining long term relationship with clients.
Special Projects:	◦ Infrastructure Network upgrading including wireless (Jr Assistant Project Manager)
Reason for Leaving	Temporary position.

Period	June 2008 - August 2011
Position	Operation IT Consultant
Company	Advanced Cleaning Services
Technologies	MS Outlook, Antivirus, 3G Wireless network
Responsibilities	<ul style="list-style-type: none"> ◦ MS outlook setup and configuration. ◦ Troubleshooting. ◦ File recovery. ◦ Third party components connections and configuration ◦ Computer Assembling ◦ Hardware and software configuration. ◦ Printer configuration. ◦ Assist users with network and Internet Connectivity, E-mail and hosting related queries/problems. ◦ Software installation and upgrading. ◦ Staff training. ◦ System backups. ◦ Supervision of subordinates. ◦ 3G setup and network configurations
Special Projects:	◦ Antivirus implementation and roll out in all sites ACS has within South Africa.
Reason for Leaving	Part Time.

Additional Information

Languages	English, Tswana, Zulu, Sotho and Afrikaans
Other Interviews	Airhost
Career Objectives / Summary	<input type="checkbox"/> Communication skills-written, oral and presentation <input checked="" type="checkbox"/> Good presentation and written communication skills with the ability to dialogue network and collaborate at all levels. <input type="checkbox"/> Building trust

	<ul style="list-style-type: none"> ✓ Ability to interact very well with others in a way that gives confidence in my intentions and those of the organisation. □ Planning and organising ✓ Ability to establish a course of action for myself and others to ensure that work is completed effectively, I usually adapt and learn quickly, I am a good listener and respect the authority of whom I report to or peers. □ Time management ✓ Ability to manage time and resources to organise and prioritise workload activities and being able to deliver any kind of activity on a given time. □ Administration ✓ I have an experience in marketing and sales, ✓ I m very self motivated and very good in encouraging others with a positive attitude. ✓ Data fraud prevention skills, ✓ Training/coaching skills. ✓ Management Experience □ Team building/working skills ✓ Great performance across disciplines and multicultural teams, ✓ Proven ability to work with team members and experience as a leader in a sense that I m able to work under pressure individual or within a group.
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References

Company	Advanced Cleaning Services
Contact Person	Mrs. Felicity Baloyi
Position	General Manager
Phone Number	011 791 4152
E-mail Address	felicity@advcs.co.za

Company	Computer Corporation Lenasia
Contact Person	Mrs. Madina Gavandour
Position	Sales Manager
Phone Number	011 852 4634
E-mail Address	madinag@computercorporation.co.za

Company	CTI Education Group
Contact Person	Mrs. Sonja Groenewald
Position	MLM Academic Coordinator
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