

Date	2012/09/02
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#### Contact Details

Phone – Cell	079 220 3903
Phone – Work	011 889 0631
Phone – Home	011 855 7734
E-mail Address	<a href="mailto:gilbertx6@gmail.com">gilbertx6@gmail.com</a> / <a href="mailto:gilbertx5@hotmail.com">gilbertx5@hotmail.com</a>
Physical Address	446 Jan Smuts Craghall, Johannesburg

#### Personal Details

Candidate	Motsoenyane, Gilbert Molefe
ID Number	8801026257082
Current Position	<b>IT Technician and Support</b>
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, Biology, Maths Literacy, Life Orientation, Accounting

#### Education – Tertiary

Period	Since January 2009 To be completed December 2012
Qualification	Diploma in Network Engineering
Institution	CTI College
Subjects	<ul style="list-style-type: none"> <li>◦ Computer Literacy</li> <li>◦ A+</li> <li>◦ Network+</li> <li>◦ MS Windows Server 2008</li> <li>◦ Wireless Networks &amp; Security</li> <li>◦ Linux Basic</li> <li>◦ Linux Administration</li> <li>◦ Linux Server Administration</li> <li>◦ Security+</li> <li>◦ Convergence+</li> <li>◦ Personal Skills Development</li> </ul>

	<ul style="list-style-type: none"> <li>◦ MS Exchange Server 2007</li> <li>◦ MS Server: Network Infrastructure 2008</li> <li>◦ MS Server: Active Directory 2008</li> <li>◦ MS Server Application Infrastructure 2008</li> <li>◦ Advanced Network</li> </ul>
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Period	2012
Qualification	Diploma in Project Management
Institution	Varsity College
Subjects	<ul style="list-style-type: none"> <li>◦ Procurement management</li> <li>◦ Project Management Technique</li> <li>◦ Project Scheduling management</li> <li>◦ Economic Principals</li> <li>◦ Effective Project control</li> <li>◦ Presentation Skills.</li> </ul>

#### Courses Attended

Year	Duration	Course	Institution
2009	6 Months	N+	Jeppe College of Commerce & Computer Studies

#### Skills Matrix

- Skill used in the last 5 years

- If you still use the skill, please enter Current in Date Last Used column

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	48	Current	5
Sales	3	2006	4
IT Consultant Operations	48	2010	5

#### Career History

Period	Since September 2011
Current Position	<b>IT Technician and Support</b>
Present Company	Caxton Magazines
Technologies	Active Directory, MS Outlook ,FTP, Adobe CS 5.5,
Responsibilities	<ul style="list-style-type: none"> <li>◦ Hardware and software configuration &amp; maintenance.</li> <li>◦ MS outlook setup and configuration.</li> <li>◦ Troubleshooting.</li> <li>◦ Active Directory.</li> <li>◦ Computer repairs.</li> <li>◦ Printer configuration.</li> <li>◦ Software installation and upgrading.</li> </ul>

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

Period	June 2008 - August 2011
Position	<b>Operation IT Consultant</b>
Company	Advanced Cleaning Services
Technologies	MS Outlook, Apple Mac & Linux OS Support, Antivirus, 3Ges Wireless network
Responsibilities	<ul style="list-style-type: none"> <li>◦ Administrative work.</li> <li>◦ MS outlook setup and configuration.</li> <li>◦ Troubleshooting.</li> <li>◦ File recovery.</li> <li>◦ Third party products connections and configuration</li> <li>◦ Recover .edb files.</li> <li>◦ Experience with Active Directory.</li> <li>◦ Computer Assembling</li> <li>◦ Hardware and software configuration.</li> <li>◦ Printer configuration.</li> <li>◦ Assist users with network and Internet Connectivity, E-mail and hosting related queries/problems.</li> <li>◦ Software installation and upgrading.</li> <li>◦ Staff training.</li> <li>◦ Computer assembling.</li> <li>◦ System Backups.</li> <li>◦ Supervision of subordinates.</li> </ul>
Special Projects:	◦ Antivirus implementation and roll out in all sites ACS has within South Africa as well as Le-Sotho.
Reason for Leaving	Part Time.

#### Additional Information

Professional Associations / Memberships	None/Not yet
Languages	English, Tswana, Zulu, Sotho and Afrikaans
Other Interviews / Agencies	Airhost

Career Objectives / Summary	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Communication skills-written, oral and presentation</b> <ul style="list-style-type: none"> <li>✓ Good presentation and written communication skills with the ability to dialogue network and collaborate at all levels.</li> </ul> </li> <li><input type="checkbox"/> <b>Building trust</b> <ul style="list-style-type: none"> <li>✓ Ability to interact very well with others in a way that gives confidence in my intentions and those of the organisation.</li> </ul> </li> <li><input type="checkbox"/> <b>Planning and organising</b> <ul style="list-style-type: none"> <li>✓ 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.</li> </ul> </li> <li><input type="checkbox"/> <b>Time management</b> <ul style="list-style-type: none"> <li>✓ 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.</li> </ul> </li> <li><input type="checkbox"/> <b>Administration</b> <ul style="list-style-type: none"> <li>✓ I have an experience in marketing and sales,</li> <li>✓ I m very self motivated and very good in encouraging others with a positive attitude.</li> <li>✓ Data fraud prevention skills,</li> <li>✓ Training/coaching skills.</li> </ul> </li> <li><input type="checkbox"/> <b>Team building/working skills</b> <ul style="list-style-type: none"> <li>✓ Great performance across disciplines and multicultural teams,</li> <li>✓ 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.</li> </ul> </li> </ul>
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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	<a href="mailto:felicity@advcs.co.za">felicity@advcs.co.za</a>

Company	Computer Corporation Lenasia
Contact Person	Mr. Chaman Gavandour
Position	Sales Manager
Phone Number	011 852 4634
E-mail Address	<a href="mailto:chamang@computercorporation.co.za">chamang@computercorporation.co.za</a>

Company	MLM
Contact Person	Mrs. Sonja Groenewald
Position	Academic Coordinator
Phone Number	016 931 1180
E-mail Address	<a href="mailto:sonjag@cti.co.za">sonjag@cti.co.za</a>