

Mohube Tumisho Makgeru

Address: Midrand, Gauteng | Mobile: 063 786 1851 | Email: makgerutumisho55@gmail.com

EDUCATION

Eduvos Higher Institution

Bedfordview, South Africa

- Higher Certificate in Information Technology (Systems Engineering)
 - Program Design in Python
 - Computer Literacy (Microsoft Excel, Word, PowerPoint, Access)
 - Personal Development skills (Conflict Management)

October 2022 – March 2024

Zero To Mastery Developer Bootcamp

Online Bootcamp

- Full – Stack Web development
 - HTML5, CSS3, JavaScript
 - ES6, Bootstrap
 - Git, GitHub, VSCode
 - Asynchronous Programming, Object-Orientated Programming
 - Document Object Model, Data Structures

July 2023 – October 2023

Acts House of Education

Glen Austin, South Africa

- High School Diploma/Matric
 - Co – Leader of the Student Council
 - 1st Head Boy of Acts House of Education
 - Captain of Athletics / Touch Rugby
 - Debate Club, Choir, Soccer

January 2017 – December 2020

Relevant coursework (optional): Insert courses relevant to the position you are applying to

PROFESSIONAL EXPERIENCE

Lakefield Pharmacy

Benoni, Boksburg, South Africa

- *Administration Assistant*

Dec 2020 – Jan 2021

- My role was to receive invoices , total the final amounts , staple, and file them.
- My role also included taking record of stock that comes in and that goes out.
- I helped out in the dispensary unit, admin and retail

Centurion, Pretoria, South Africa

- OUTsurance (OSS): Hastings Direct Renewals Advisor

April 2021 – August 2022

- Hastings Direct is an insurance broker company based in the UK.
- My role is to retain customers who wish to cancel their renewal of their insurance contracts with Hastings Direct.
- This role involved meeting monthly targets, working in a fast-paced environment, working in a team ,conflict resolution and management.

Centurion, South Africa

- OUTsurance (OSS): Hastings Direct Customer Service Advisor

August 2022 - Present

- My job is to assist customers to make changes and educate them about their existing policies.
- Assisting customer with queries
- Assisting with servicing and manging policies
- Ensuring good customer service and satisfaction

SKILLS

- **Languages** : Fluent in reading, writing, typing, and speaking English
- **Computer Skills: Typing, Data capturing**
- Other Soft Skills: Communication skills, Teamwork, Conflict management
- Basic stock taking ,dispensing of stock ,Entry level stock control ,Basic admin such as adding invoices and organizing them, Filing.
- Customer service skills, good understanding of insurance ,Negotiation skills ,Keyboard skills , Administration skills ,Influencing.

ADDITIONAL INFORMATION

Mohube Tumisho Makgeru

Address: Midrand, Gauteng | Mobile: 063 786 1851 | Email: makgerutumisho55@gmail.com

- **Interests:** Gaming, Basketball, Animation
- **Certificates & Achievements (optional):** Character Award Recipient in 2017 , Character Award Recipient in 2018.