



RORISANG MAKOLE



9503165346085



0662251579/0827981547



9953 Pericon Close

The Ochards Ext 87

ABOUT ME

A technical Administrator Intern at a Web developer. My attention to detail and excellent time management skills means that every task is completed efficiently and to the highest possible standard. I have a calm and patient disposition meaning that I am able to work effectively under pressure and focus on the task in hand

EDUCATION

WW-IT-IQ Training Academy

2015 - 2018 | INFORMATION TECHNOLOGY: MEDIA & WEB DESIGN, CONTENT MANAGEMENT, E-COMMERCE & DIGITAL MARKETING

Nelson Mandela bay Traffic College

2023 | Examiner of Vehicle- Grade A

EXPERIENCE

2019 Contoso Technical Solutions

Server Administrator

- Server administrators install, configure, and maintain
- various types of hardware and software, which often involves creating user accounts, carrying out backup and recovery functions, and monitoring the performance of servers at all times. They need to configure, manage, and implement operating systems

2019 Innovsoltech Systems and Technologies

Associate Consultant

Get email ids

Capture Responses on Candidate List. Respond to queries via email

Send Shortlisted Candidates for Internal Review

Prepare shortlisted CVS

Send Shortlisted Candidates to Client

2020 Ascendis Medical (SURGICAL INNOVATIONS)

Strong analytical and problem solving skills & attention to detail
Invoice processing on completed orders, and maintenance of filing records from quote through to order fulfilment, and advising the Contract Manager on order completion
Knowledge on SQL and procedural scripting Basic knowledge on web applications and technologies like .net,Perl, PHP. SYSPRO and Sage Pastel
Provide general office clerical support of the department which includes answering telephones, taking messages, directing and answering Retailer inquiries, data entry, filing, organizing and coordinating department functions.

2023- VTEC Testing Station- Pit Assistant

Responsible for cleaning of testing yard and Pits
Assist examiner with the checking of Chassis and Engine
Responsible for Shaking of Steel wheel
Assist examiner by informing him/ Her of the status of the motor Vehicle
Assist the examiner during the weighting process

SKILLS

SYSPRO

PNET

INTELLIGENCE

ELECTRONIC ACCOUNTING

SEARCH ENGINE MARKETING

SOCIAL MEDIA MARKETING



References

Company: innovsoltech

Name: Lisa Muir

Relationship: Manager

Contact:0768531447

Company: Vtec Testing Station

Name: Ofentse Aron Moime

Relationship: Manager

Contact: 0791821573