

# KAGISO LESAOANE.

## PERSONAL SUMMARY

I am an analytical and creative thinking individual and believe in approaching any problem and situation systematically and methodically to get a clearer picture of everything. I am empathetic, patient and pose a high sense of urgency. I possess a diverse skills set, from sales, data collection, network implementation to office administration, management and construction management. I am always eager to learn any skills for the job.

## WORK EXPERIENCE

**Census 2022: Fieldworker.** | *Department of Statistics South Africa.*

**Naledi, Soweto, Gauteng.**

**From February 2022 to April 2022.**

- Collecting population and household data. Capturing and processing the data with the national main data collection frame.

**Teacher Assistant.** | *Roche Diagnostics.*

**Lethabo Primary School, Naledi, Soweto, Gauteng.**

**From April 2021 to April 2022**

- Getting classroom ready for lesson, supporting children who need extra support to complete tasks, helping teachers to plan learning activities and complete records and supporting teachers in managing classroom behaviour.
- Assisting staff and Admin office with IT related matters like typing, printing answering emails, hosting and participating in Zoom, Skype and Microsoft Teams meetings.

**Call Centre Agent.** | *Real Promotions.*

**Randburg, Gauteng.**

**From November 2018 to January 2019.**

- Outbound call centre agent selling cell phone and broadband products.

**Site Administrator.** | *Morula Resources.*

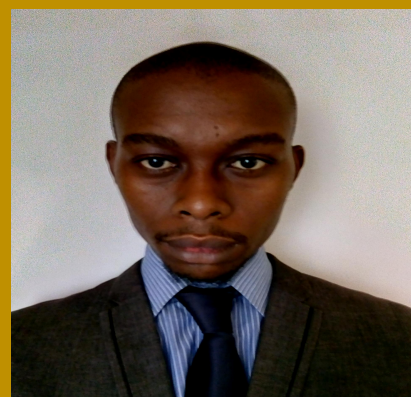
**Kanana Park Ext 3, Johannesburg, Gauteng.**

**From July 2015 to November 2016**

- Coordinating, scheduling, directing, and motivating, personnel and subcontractors. Successfully supervised a construction project of 250 low-cost houses in the South of Johannesburg.
- Efficiently reviewed project plans daily with the team to perform tasks, monitor progress, and pro-actively identify/resolve potential issues. Collaborate closely with engineers to review schedules and support resolution of challenges to ensure milestones were achieved on time.
- Oversaw implementation and adherence to operational and health and safety policies and procedures.
- Consistently monitoring sites to assess additional potential risks and pro actively implement risk reduction strategies.

## SKILLS

- Configuring DHCP,SNMP and virtual machines, setting up a LAN.
- Troubleshooting network and computer hardware and software
- Inventory management skills.
- Entrepreneurial and Business skills in starting and managing a company.
- Conflict management and communications skills.
- Basic leadership and HR management skills.
- Researching , report writing and Typing Skills.
- Data Collection and analysis skills.



## EDUCATION

**National Youth Development Agency (NYDA).**

**Year:** Jun - Jul 2022

**Certificate:** Co-operative Governance and Business Management Training.

**Sci-Bono ICT Academy.**

**Year:** 2019 - 2019

**Certificates:** Microsoft Office Specialist 2016: Word & Power Point.

**Cisco Networking Academy.**

**Year:** 2019 - 2020

**Certificate:** [CCNA] Cisco Certified Network Associate.

**University of Johannesburg.**

National Diploma in Town and Regional Planning.

**From:** 2011 to Pending Completion.

**Outstanding Modules:** Statistics 1 and Planning Principles 2.

**Cisco Networking Academy.**

**Year:** 2019 - 2021

**Certificates:** Cisco Certified CyberOps Associate.| Cyber Security Essentials.| IT Essentials.| Network Essentials.| Linux Essentials.| And others.

**Thomas Mofolo High School.**

**Year:** 2010

**Matric:** Grade 12.

## CONTACT



(079) 533 9077  
(067) 785 9951



[kmlesaoane@gmail.com](mailto:kmlesaoane@gmail.com)  
[Kagiso.lesaoane@gmail.com](mailto:Kagiso.lesaoane@gmail.com)



2774 Modutlwa Street, Naledi Ext,  
Soweto, Johannesburg, 1861

## REFERENCE

John Doyoyo.

**Instructor: Cisco Networking Academy.**

**Cell:** 081 591 6500

Trudea Mashoene.

**Teacher: Lethabo Primary.**

**Cell:** 079 279 1403

Tshireletso Dira.

**Managing Director: Morula Resources.**

**Cell:** 060 985 1495