

## **CURRICULUM VITAE OF PHEMELO MATOLELA**

### **MY CAREER GOALS:**

I would like to work in an organization where I can utilize my skills and educational knowledge I acquired in Business Computing. My aim is to contribute and make a difference in my workplace.

### **PERSONAL INFORMATION:**

**Surname:** Matolela

**First Names:** Phemelo

**Title:** Miss

**Home address:** plot number 561 Tshwene Street Plateau Kasane

**Telephone number:** 72760138 / 77727794

**Date of birth:** July 10 1990

**Age:** 26

**Identity number:** 882123811

**Nationality:** Motswana

**Marital status:** Single

**Health:** Good

**Driver's licence:** Class B

**Criminal record:** None

### **EDUCATION AND QUALIFICATIONS**

**High School:** Mater Spei College. Obtained 35 points

**BGCSE subjects:** Accounting(Credit), Mathematics(Credit), English(Credit), Setswana (Credit), History(Credit),

**Tertiary Qualifications:** Degree(Hons) in Applied Business Computing from University of Sunderland, UK

(Certified copy of Certificate attached).

**Languages:** English, Setswana and Kalanga (read, write and speak fluently)

### **CAREER HISTORY**

## **Work Experience**

Web designer at Twincactus Productions

February 2015 to date

### **Skills gained during my career and studies:**

MsOffice computer inclusive of:

MsWord

MsExcell

MsPowerpoint

Ms Outlook

E-Marketing

Corporate Governance

Business Information Systems

Business Administration

Customer relations

Bookkeeping

### **IT RELATED**

Web design

Database design

Software installations

Computer networks

Troubleshooting networks

Installing external devices

Virus Cleaning

Administering, managing windows server 2003

Google Analytics

### **INTERESTS:**

**Hobbies:** Reading, camping and designing.

**Sport:** Netball

**Position of Responsibility held at School:** Prefect and Class Monitor

### **REFERENCES**

1. Mrs Carla Velasquez Millar  
Private Bag K39  
Twincactus Productions  
Kasane

2. Mr Chengetanani  
Botswana Accountancy  
Tel: +267 533 721 3

3.2. Ms Lynette Machinda  
E-Zone Training Institute  
Tel: +267 31 025 88