



# Lamla Mgcotyelwa

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a 36 year old ambitious female who is prepared to achieve the desired goals of the Job description. I am a hard worker, self-motivated, goal oriented individual who is always looking for a challenge to enhance my skills and knowledge. I like to interact with other people and adapt easily to different kinds of environment. I have since developed my desire in the Information Technology industry to empower more knowledge. I am able to work different kinds of shifts and under pressure. I can speak Isixhosa and English fluently.

Installing hardware and software programs for both employees and students.

Troubleshooting and updating network issues.

Suggesting new technology structures to the department.

Assisting students with any technical support when relevant.

Assisting students as well as lecturers on I.T labs during Computer lessons and exams.

Monitor and perform quality control on the LAN and Wireless connections.

Administer systems that used by department e.g. PERSAL, LOGIS and BAS.

Provide advanced desktop support to all users.

Ensure all ITSM calls are logged in, resolved and closed on time.

Ensure security on Computers and the system data.

Preferred occupation

**PABX technician**  
IT, computing jobs

**Computer technician**  
IT, computing jobs

**Network administrators**  
IT, computing jobs

Preferred work location

**South Coast (Ugu)**  
KwaZulu-Natal

**Drakensberg**  
KwaZulu-Natal

**Durban City**  
KwaZulu-Natal

**North Coast**  
KwaZulu-Natal

**Bloemfontein**  
Free State

**Harrismith**  
Free State

**Kroonstad**  
Free State

**Bethlehem**  
Free State

**Ermelo**  
Mpumalanga

**Mahikeng / Mafikeng**  
North West

**Bushbuckridge**  
Mpumalanga

**Brits**  
North West

**De Aar**  
Northern Cape

**Kimberley**  
Northern Cape

**Alexander Bay**  
Northern Cape

**West Rand**  
Gauteng

**East Rand**  
Gauteng

**Sedibeng**  
Gauteng

**Johannesburg**  
Gauteng

**Pretoria / Tshwane**  
Gauteng

**East London**  
Eastern Cape

**Jeffreys Bay**  
Eastern Cape

**Graaff-Reinet**  
Eastern Cape

**Port Elizabeth**  
Eastern Cape

**Uitenhage**  
Eastern Cape

**Port Alfred**

**Contacts and general information about me**

Day of birth	1983-06-30 (41 years old)
Gender	Female
Residential location	Port St Johns Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period	<b>nuo 2014.03 iki 2015.09</b>
Company name	King Hintsa TVET College
You were working at:	Technician
Occupation	I.T Intern
What you did at this job position?	Installing hardware and software programs for both employees and students. Troubleshooting and updating network issues. Suggesting new technology structures to the department. Assisting students with any technical support when relevant. Assisting students as well as lecturers on I.T labs during Computer lessons and exams. Monitor and perform quality control on the LAN and Wireless connections. Administer systems that used by department e.g. PERSAL, LOGIS and BAS. Provide advanced desktop support to all users. Ensure all ITSM calls are logged in, resolved and closed on time. Ensure security on Computers and the system data.
Working period	<b>nuo 2017.04 iki dabar</b>
Company name	Port St Johns Local Municipality
You were working at:	Technician
Occupation	I.T Technician
What you did at this job position?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide First Line support.</li> <li><input type="checkbox"/> Administer systems that used by institution e.g. Payday and Promun.</li> <li><input type="checkbox"/> Provide advanced desktop support to local users.</li> <li><input type="checkbox"/> Ensure all ITSM calls are logged in, resolved and closed on time.</li> <li><input type="checkbox"/> Ensure security on Computers and the system data.</li> <li><input type="checkbox"/> Install all software programs for users.</li> <li><input type="checkbox"/> Daily and Weekly rotation of backups on File server.</li> <li><input type="checkbox"/> Set up new computers, install software's and programed them to be ready for the use.</li> <li><input type="checkbox"/> Perform routine checks to ensure all computers are up to date in everything including antivirus.</li> <li><input type="checkbox"/> Replace and Record faulty switches, Hubs and Equipment.</li> <li><input type="checkbox"/> Upload and retrieve files and software's from FTP server.</li> <li><input type="checkbox"/> Configure Video Conferencing and wireless presentations</li> <li><input type="checkbox"/> Monitor and perform quality control on the LAN and wireless connections.</li> <li><input type="checkbox"/> Ensure that IT policies, standards and procedures are enforced.</li> <li><input type="checkbox"/> Support of all departmental equipment (e.g. ipads, 3g, Routers etc.)</li> <li><input type="checkbox"/> Troubleshooting intranet and internet faults.</li> <li><input type="checkbox"/> Troubleshooting pc's peripherals (printers and scanners)</li> <li><input type="checkbox"/> Compile monthly reports, record all movements</li> </ul>

**Education**

Educational period	<b>nuo 2011.01 iki 2015.11</b>
Degree	Certificate
Educational institution	King Hintsa TVET College
Educational qualification	I.T Certication
I could work	I am able to work different kinds of shifts and under pressure.

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

Monitoring and performing quality control on the LAN and Wireless connections.  
 Administering systems that used by department e.g. PERSAL, LOGIS and BAS, Payday and Promun, Windows 7 to 10, Mac OS, Microsoft Office, Adobe, Photoshop, Zoom, Teams and all kinds of VIRTUAL connection.

**Conferences, seminars**

I once attended ICT Summit in East London in November 2017.

The Annual ICT Summit is designed as a tool for business development opportunities through matchmaking sessions as well as to create a platform to discuss topical ICT issues, trends and innovative ideas. The Summit has succeeded in achieving this for ten consecutive years in the Eastern Cape.

Imbizo Events in partnership with the Provincial Department of Health had an idea of creating this prestigious event by considering investing resources into the Eastern Cape ICT Summit for about 13 years now.

The ICT Summit awarding companies with the premium business opportunity to network with the elite of the industry in Government departments, CIO's and Private Sector Giants with investment interests in ICT Solutions highlighting Department of Health.

There were leaders from large ICT Bodies who also attended the summit, namely; The Black IT Forum (BITF), The Information Technology Association of South Africa (ITA) and The Computer Society of South Africa (CSSA), various leaders from major municipalities in the Eastern Cape together with key role players within the medical industry.

**Recommendations**

Contact person	Mr. Zwelithini Tshalisi
Occupation	I.T Practitioner
Company	Port St Local Municipality
Telephone number	0664883975
Email address	ztshalisi@psjmunicipality.gov.za

#### **Additional information**

Your hobbies	<ul style="list-style-type: none"><li>• Cooking</li><li>• Singing</li><li>• Camping</li><li>• Hiking and Socializing with peers</li></ul>
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-08-00 (9 years)
Salary you wish	R30000.00 R per month
How much do you earn now	R22600.00 R per month