



# Matshidiso Swaratlhe

Curriculum Vitae (CV)

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

Im looking for a SharePoint Administration job.Now looking to build on extensive range of technical skills within a suitably challenging role in a leading ICT company. Keen to achieve further professional development.i am currently working as a SharePoint Administrator intern at a company called itthynk based in midrand.my responsibilities includes:Site collections and farm backups,Archiving document using SharePoint,Adding Metadata ,Branding and Migrating ,Adding people to existing SharePoint group,Creating site collections and Web applications,Creating a form, list and adding workflow,creating service application,Mounting and dismounting database,Creating audit log report and site audit,Deploy SharePoint solutions

Preferred occupation                      Network administrators  
IT, computing jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Gender    Female

Residential location                              Pretoria / Tshwane  
Gauteng

Telephone number                                *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2016.11 iki 2017.10**

Company name                                      itthynk smart solutions

You were working at:                                Developers

Occupation    SharePoint Administrator

What you did at this job position? Site collections and farm backups,Archiving document using SharePoint,Adding Metadata ,Branding and Migrating ,Adding people to existing SharePoint group,Creating site collections and Web applications,Creating a form, list and adding workflow,creating service application,Mounting and dismounting database,Creating audit log report and site audit,Deploy SharePoint solutions

**Education**

Educational period	<b>nuo 2011.04 iki 2011.07</b>
Degree	Certificate
Educational institution	Tswane North Collage
Educational qualification	N4 electrical Engineering

**Languages**

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

**Computer knowledge**

Microsoft Office and Windows

**Conferences, seminars**

i have attended the following courses:SharePoint,Office 365,SQL server

**Recommendations**

Contact person	Petric phadi
Occupation	web Developer
Company	itthynk
Telephone number	071 187 1968
Contact person	Cherie Houlson
Occupation	Internship Manager
Company	Asolutions
Telephone number	084 711 6546/083 375 9179
Email address	cherie@efrog.org

**Additional information**

Your hobbies	sport,reading,music and dancing
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	3500 R per month