

# Phillip Malema

Tshwane, South Africa

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Driver's License: code 08

## Professional Summary

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Motivated IT graduate with a National Diploma in Information Technology (NQF 6) and over 4 years of voluntary and freelancing experience in IT support, software development, web development, database design, and IT infrastructure management. Demonstrated proficiency in troubleshooting technical issues, installing and updating software, and network printer configuration. Passionate about providing efficient and tailored IT solutions to support business operations. Ready to bring adaptability, problem-solving skills, and a strong work ethic to an IT role.

## Skills

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HTML | CSS | VB.Net | JavaScript | React | Python | Java | PHP/Larave | GitHub | Photoshop | Adobe Illustrator | WordPress | Database Design and Management | MySQL | SQL | Shared drive setup / NAS Configuration | Dropbox | cPanel configuration | Basic Networking | Installing and updating software | Configuring network printers | Ability to work in a team | Self Starter | Able to communicate well, both verbally and in writing | Fast Learner | Microsoft Office

## Experience

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### Tivanathi Engineering and Mabro Engineering

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Volunteer IT Support / Web & Software Developer

01/2020 - Current

- Provide ongoing IT solutions and support to Tivanathi Engineering and Mabro Engineering.
- Troubleshoot technical issues in Microsoft Office packages, including Outlook, Word, Excel, and PowerPoint.
- Configure and manage email accounts through cPanel for client servers for about 45 people.
- Install and update software applications across client systems.
- Manage IT infrastructure, including shared drives, file structures, user permissions, and Dropbox integration for 3 companies.
- Connect user computers to network printers and shared resources.
- Develop dynamic websites and custom systems tailored to client needs.
- Set up and manage a NAS solution, designing efficient file structures.
- Control user access, permissions, backups, and recovery processes.
- Provide technical support for IT infrastructure, including software installations and updates.
- Assist in website management and development, as well as brand design maintenance.

### BMW Rosslyn Plant

Tshwane

Logistics Production Line Supply

02/2012 - 07/2018

- Used SAP Systems to request, trace, and confirm inventory.
- Coordinated workflow and prepared shifts in a fast-paced logistics environment.
- Supplied production line with inventory.
- Load and offload stock with forklift

## CARMEL ELECTRICALS

Tshwane

Assistant Electrician

02/2010 - 01/2012

- Maintenance in commercial and residential building
- Wiring inspections prior to issuing of certificate of compliance(COC)
- Wiring meter circuits and residential building
- Fault finding in electrical wiring, tubing and load balancing

## NEDBANK SOSHANGUVE

Tshwane

Consultant Team Leader(FAIS Compliant)

06/2007 - 11/2009

- Managed over 10 consultants within new accounts division
- Quality assurance of newly opened account
- Liaised with the branch manager in planning day to day operations and delivery of quality service to Nedbank clients
- Compiled and submitted monthly statistics and indicators to the head office for the evaluation of the branch performance
- Inventory management ordering of all accounts bank cards and operational equipments.

## Education

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01/2023

### University of South Africa

Diploma Information Technology (NQF level 6 )

2024

### University of Johannesburg

SMME Business Program Competency Certificate

2023

### Tshwane North College

National N6 Certificate Electrical Engineering Heavy

2010

### Makhosini Combined School

Senior Certificate

2001

## Reference

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### William Motha from Tivanathi

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### Boitumelo Phetla from Tivanathi

boitumelop@tivanathi.co.za | 0727113446

