

# Curriculum Vitae

## SYSTEMS ADMINISTRATOR

### Personal Details

Name :  
Surname :  
Home Address :  
: North crest Mthatha  
5099  
  
Postal Address :  
North crest Mthatha  
5099  
  
Phone Number :  
  
I D No. :  
Gender :  
Nationality : South African  
Marital status : Married  
Home Language : Xhosa  
Other Languages : English, Xhosa  
Condition of Heath : Good  
Driver's license : Code 10

### Educational Qualifications

Last School attended :  
Year :  
Standard Passed : **Grade 12**

### Tertiary Education

Name of institution : Walter SiSulu University  
Course Duration : 3 Years  
Qualification :

Name of institution : Microsoft Certification  
Qualification : **Network Fundamentals (N+)**

Name of institution : Microsoft Certification  
 Qualification : Microsoft Certified Professional (MCITP)

Name of institution : Introduction to cyber security  
 Qualification : **Network Academy**

Name of institution : Richfield Graduate Institute of Technology  
 Qualification : **Project Management**

Name of institution : Logistics 2000  
 Qualification : **Supply Chain Management (BBBEE)**

Name of institution : Inkwenkwezi private college  
 Qualification : **Customer Care Certificate**

Name of institution : Elchees software solutions  
 Qualification : **Website Development**

Employment History

**Current employment**

Institution :  
 Position :  
 Duration of employment :

**Main Job Functions**

- Planning, Setup, configure and maintain LAN, WIFI network of 3 remote enterprises and admin Centre. IP PBX/ VoIP system management and soft colling.
- Implement and workshop ICT policies and legislations for the use of computer equipment, systems, networks, and internet,
- Management of ICT Risk register.
- Plans and manages the ICT operational and capital expenditures (OPEX & CAPEX)
- Implementation of the ICT master plan according to the given timeframes.
- Managing and maintaining server infrastructure, Active directory access. adding users and computers on the domain and configure policies for access. privileges.
- Create and maintain folders on servers for file sharing and configure access privileges
- Management and monitoring of Veeam backup and replication system, sage evolution, VIP systems and Abaserve point of sale system. Formulate the contracts and the license renewal process of the systems.
- Monitoring and testing business continuity plan/ disaster recovery plan.
- Troubleshoot, solve and upgrade Network, systems and application problems and maintain operating software and hardware devices.

- Co-ordinate information technology training to ensure effective utilization of information system equipment within the entity.
- Analyse and provide recommendations pertaining to the information systems hardware/ software.
- Desktop help, rendering support on offices such as telephone system, faxes, photocopiers and 4G technology.
- Website editing, creating new webpages, editing and content management and perform website backup.

### **Previous employment**

Institution : KSD TVET COLLEGE (Mthatha)  
 Position : SENIOR ICT TECHNICIAN.  
 Duration of employment : 1 July 2010- 30 September 2018 (8 years)

### **Main Job Functions**

- Planning, design, configure and maintain LAN, WAM, Wifi network of six remote campuses.
- Supervising two IT Technicians and three interns.
- Administration of persal, Sage and VIP systems and ITS Database management system.
- Responsible for the installation, configuration and support of the computers, systems, and network equipment.
- Server administration, repair computers and printers
- Create and maintain folders on servers for file sharing, adding users and computers on Domain and configure access rights.
- Install and upgrade computers software's and applications, Maintain ICT inventory and asset register.
- Installation of antivirus and configuration for update
- Compiling monthly, quarterly and annual reports and submits to Manager.

### **KEY SKILLS AND COMPETENCIES**

- Website development, editing and internet management.
- Knowledge of ICT policies and governance and Corporate ICT principles of TVET College environments
- Ability to plan the ICT operational and capital expenditures (OPEX & CAPEX)

### **SIGNIFICANT ACHIEVEMENTS**

- Developed the website for Ntinga ORTambo Development Agency
- Install windows server 2012, installed the functional roles like (AD DS)
- Promoted the server to Domain Controller, installed and configured DHCP, DNS.

References

Name :  
Position :  
Institution :  
Telephone Number :  
Cell phone Number :

Name :  
Position : HR Officer  
Institution :  
Telephone Number :  
Cell phone Number :

Name :  
Position :  
Institution :  
Telephone Number :  
Cell phone Number :