

Tebogo Kgokong

69 Van Buuren Road, Unit 10, Beechwood
Manor Germiston, Bedfordview, South Africa
2008

ID Number : 9102095152083
Date of Birth : 1991 February 09
Gender : Male
Marital Status : Married
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Summary

Project Management skills

I have been exposed in various SAP Project's communicating effectively with clients to identify needs and evaluate alternative technical solutions and strategies. Developing technical project plans, schedules and milestones appropriate to the scale of the project, including testing plans. I am a goal oriented person. The duties also include Collaborate with executive management, Regional Entity management and staff, department leads, program leadership, and project team members to ensure alignment and integration of strategies, projects, and programs for successful implementation and results.

Employment History

Current career level: Management Level

Founder and Incorporator

Tallship Haulers (Pty) Ltd
Sep 2013 – Current.
Johannesburg, South Africa.
ORGANISATION: TALLSHIP HAULERS (Pty) Ltd.
TYPE OF BUSINESS: Proprietary Limited.
DATE OF EMPLOYEMENT: September 2013 - Current.
JOB TITLE: **Sole Director and 100% Shareholder.**

- Duties
- Responsible for the internal system that stores client data and payments and stakeholder relationship management. Develop personally tailored investment solutions for clients.
 - Information Management and ensuring that all the logistics and freight forwarding projects are run smoothly
 - Raising funds from DFI's and other financial institutions and also compile proposal for ESD (Enterprise supply development programmes of our current and potential clients. Educate clients regarding the range of applicable investment options available to them. Maintain an up-to-date knowledge of investment products

SAP CoE Operations Co-Ordinator EOH SAP SERVICE

April 2011 – 31 May 2013
Bedfordview, Johannesburg, South Africa

ORGANISATION: EOH SAP SERVICES
TYPE OF BUSINESS: Private Company
DATE OF EMPLOYEMENT: April 2011 till May 2013
JOB TITLE: SAP CoE Operations Co-Ordinator

EOH SAP Services is a member of the EOH group, a forward-thinking company providing medium to large clients with high-end consulting, technology and outsourcing solutions across all major industries. I am currently based in the Centre of Excellence of SAP Services using systems such as solution manager, SAP Mobility helping out our internal/external consultant on the following business functional areas.

- Finance
- Authorizations
- Business Workflow
- Material Management
- ABAP
- Payroll
- HCM

Working with major clients such as McDonald's Restaurant, Anglo Platinum, and Transnet etc. making sure that the service level agreement is adhered. Compiling weekly/Monthly report, supporting clients remotely and onsite.

Part-time Bookkeeper**IPHC BURIAL**

March 2006 – January 2009

Johannesburg, South Africa

Volunteer

ORGANISATION: IPHC BURIAL

TYPE OF BUSINESS: PBO

DATE OF EMPLOYEMENT: March 2006 Till 2009 Nov

JOB TITLE: Part-time Bookkeeper

SUMMARY OF EXPERIENCES

1. Skilled in all aspects of recording transactions, posting debits and credits, reconciling accounts and ensuring accuracy and completeness of data.
2. Expertise in developing and delivering monthly, quarterly and annual financial statements for management within tight deadlines.
3. Proficiency in managing accounts payable and accounts receivable, generating invoices and monthly statements for clients.
4. Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
5. Excellent computer skills; proficient with Microsoft Word, Microsoft Excel, and able to learn proprietary systems/applications quickly and easily.

Education History

Highest qualification BTECH - NQF Level 6

Fraciscan Matric Project

Jan 2008 – Nov 2008 (11 months)

Commercial Subjects, Matric Grade 12

National Senior Certificate

CTI - (London School of Business Management)

Feb 2011 – Nov 2012 (1 year 10 months)

Bachelor of Technology (BTech) Computer Systems

Year 1 : Fundamentals of Computer Science

: Visual Programming Fundamentals

: Networking Concepts

: Introduction to Information Systems

Year 2 : System Analysis and Design

: Internet Server Management

: Object Oriented Programming

: Database Design Concepts

University of Johannesburg

Feb 2009 – Feb 2010 (1 year 1 month)

Bachelor's degree (discontinued)

Accounting and Finance

Module Name

Mastering of Academic and Professional Skills

Language for the Economic Sciences

Basic Mathematics and Applications in Economics and Business A

Basic Mathematics and Applications in Economics and Business B

The Economic and Business Environment A

The Economic and Business Environment B

Financial Recording, Analysis and Management A

Financial Recording, Analysis and Management B

Associations

Residence representative Feb 2009 – Feb 2010 (1 year 1 month)
representative at the Mens Halls and representing other students views to the Caretaker.

Licences & Certifications

BTEC HND Information Technology (LSBM, Edexcel) (UK)

The BTEC HND Information Technology is designed to prepare students for a career in Information and Communication Technology (ICT). Upon successful completion, students will receive a joint qualification awarded by London School of Business and Management and Edexcel. The curriculum consists of sixteen (16) modules

Principles of Business Change Management Jul 2012 – Aug 2012

When leaders or managers are planning to manage change, there are five key principles that need to be kept in mind:

- Different people react differently to change
- Everyone has fundamental needs that have to be met
- Change often involves a loss, and people go through the "loss curve"
- Expectations need to be managed realistically
- Fears have to be dealt with

This Certificate helps you in being proficient in the business industry

Get to Know Galileo & Galileo Reservation Course Mar 2015 – May 2015 : License SAQA US ID 14736

Skills

C# Language Basic

SQL Statements Basic

Documents Management System Intermediate

Coordinate application development for multiple projects. Intermediate

Assist network administrator with application installation and testing. Basic

Verify database and data integrity. Intermediate

Provide technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance our existing Microsoft based systems. Intermediate

Languages

English Fluent

Sesotho Fluent

Setswana Fluent

isiZulu Fluent

Personal Interests

Playing video games, Reading technology magazine and blogs, listening to music & Watching Technology documentaries
Sports : Cycling, Golf, Swimming & Tennis.

Reference

Carmen Davids : EOH ECM Consultant
Cell Number : 083 254 3987
E-mail : Carmen.davids@eoh.co.za

Miss. Melony Abrahams : Director of World Connect Holdings
Cell Number : 083 483 2460
E-mail : melony@worldconnect.co.za

Level 5
BTEC
Higher National Diploma

in INFORMATION TECHNOLOGY

is awarded to

TEBOGO KGOKONG

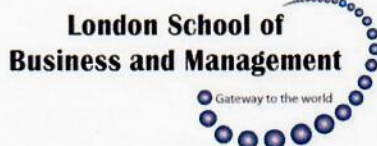
who has completed an approved programme at

LONDON SCHOOL OF BUSINESS AND MANAGEMENT

AWARDED : APRIL 2013

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A handwritten signature in black ink, appearing to read 'Lesley'.

Lesley Davies
Responsible Officer
Pearson Education Ltd.



Notification of Performance

CM97867 TEBOGO KGOKONG

LEVEL 5 BTEC HIGHER NATIONAL DIPLOMA
in INFORMATION TECHNOLOGY

UNIT	VALUE	LEVEL	GRADE
LONDON SCHOOL OF BUSINESS AND MANAGEMENT			
INFORMATION SYSTEMS IA:INTRODUCTION TO INFORMATION SYSTEMS	6.0	H2	PASS
INFORMATION SYSTEMS IB: HUMAN COMPUTER INTERACTION	6.0	H1	MERIT
COMPUTER SCIENCE IA: FUNDAMENTALS OF COMPUTER SCIENCE	6.0	H1	PASS
COMPUTER SCIENCE IB: NETWORKING CONCEPTS	6.0	H1	DISTINCTION
COMPUTER SCIENCE IC:MATHEMATICS FOR COMPUTER SCIENCE	6.0	H1	PASS
SOFTWARE DEVELOPMENT IA: VISUAL PROGRAMMING FUNDAMENTALS	6.0	H1	MERIT
SOFTWARE DEVELOPMENT IB: VISUAL PROGRAMMING	6.0	H2	MERIT
PERSONAL SKILLS DEVELOPMENT	6.0	H1	PASS
INFORMATION SYSTEMS IIA: SYSTEMS ANALYSIS AND DESIGN	6.0	H2	MERIT
PROJECT MANAGEMENT	6.0	H2	PASS
COMPUTER SCIENCE IIA: INTERNET SERVER MANAGEMENT	6.0	H2	MERIT
COMPUTER SCIENCE IIB: NETWORKING TECHNOLOGY	6.0	H2	PASS
SOFTWARE DEVELOPMENT IIA: OBJECT ORIENTED PROGRAMMING	6.0	H1	MERIT
SOFTWARE DEVELOPMENT IIB: DATA STRUCTURES AND ALGORITHMS	6.0	H2	DISTINCTION

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Lesley Davies
Responsible Officer
Pearson Education Ltd.

Notification of Performance

CM97867 TEBOGO KGOKONG

LEVEL 5 BTEC HIGHER NATIONAL DIPLOMA
in INFORMATION TECHNOLOGY

UNIT	VALUE	LEVEL	GRADE

(CONTINUED FROM PREVIOUS PAGE)			
DATABASES IIA: DATABASE DESIGN CONCEPTS	6.0	H1	DISTINCTION
DATABASES IIB: DATA ANALYSIS AND DESIGN	6.0	H2	MERIT

THE LEARNER HAS QUALIFIED FOR THE ABOVE AWARD IN APRIL 2013

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Lesley Davies
Responsible Officer
Pearson Education Ltd.

