

PHILLIP MALEMA

Personal Information

1335 MOLOTO STAND, WINTERVELDT
TSHWANE, SOUTH AFRICA, 0198

073 743 2033 | malemaphillip@gmail.com

DATE OF BIRTH

11/06/1981

Skills

Technical Skills IT Support:

- Troubleshooting hardware, software, and Microsoft Office (Outlook, Word, Excel, PowerPoint).
- **Web Development:** Designing and maintaining websites using HTML, CSS, JavaScript, PHP, and WordPress.
- **Database Management:** Designing, implementing, and optimizing databases with MySQL and SQL.
- **Systems Administration:** File structure design, user permissions, shared drive setup (NAS, Dropbox), and cPanel email configuration.
- **Networking:** Installing and updating software, configuring network printers, and connecting user devices to shared resources. Programming: Developing systems using Java, PHP, Delphi, and Visual Basic.NET.

Business and Management

- **Skills Entrepreneurship:** Business idea generation, planning, and marketing.
- **Financial Management:** Budgeting, financial analysis, and cash flow management.
- **Customer Relations:** Building and maintaining strong client relationships.
- **Project Management:** Planning and executing IT and business projects effectively.

Soft Skills Strong

- Problem solving and analytical thinking.
- Excellent communication and teamwork. Time and resource management. Critical thinking and adaptability.

Hobbies

Playing Piano

Professional Summary

I am a self-taught IT professional and freelancer with a **National Diploma in Information Technology**. I specialize in programming, web development, database design, IT infrastructure management, and shared drive administration. My experience includes using SAP Systems for inventory management, diagnosing and resolving technical issues, installing and updating software, and connecting users to network printers. I am dedicated to delivering tailored IT solutions that meet the unique needs of businesses and organizations.

Employment History

IT SUPPORT, Self Employed, Sandton

01/2020 - Present

- 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.
- Install and update software applications across client systems.
- Manage IT infrastructure, including shared drives, file structures, user permissions, and Dropbox integration.
- Connect user computers to network printers and shared resources.
- Develop dynamic websites and custom systems tailored to client needs.
- Set up and managed a NAS solution, designing efficient file structures.
- Controlled user access, permissions, backups, and recovery processes.
- Provided technical support for IT infrastructure, including software installations and updates.
- Assisted in website management and development, as well as brand design maintenance.

Logistics Process Support, BMW ROSSLYN PLANT, Tshwane

02/2012 - 06/2017

- Used **SAP Systems** to request, trace, and confirm inventory.
- Coordinated workflow and prepared shifts in a fast-paced logistics environment.
- Supported teams in resolving process and operational challenges.

Electrical Technician Assistant, CARMEL ELECTRICALS, Pretoria

08/2010 - 02/2010

- Conducted fault finding, wiring, and maintenance for domestic and commercial sectors.
- Ensured installations complied with safety standards.
- Skilled in assisting with electrical installations, repairs, and maintenance.
- Proficient in reading and interpreting blueprints and technical diagrams.
- Demonstrated ability to troubleshoot electrical issues and provide effective solutions.
- Committed to following safety protocols and regulations at all times.
- Adept at using a variety of hand and power tools for electrical work.

TEAM LEADER, Nedbank, Soshanguve

06/2007 - 09/2009

- Managed a team of consultants and ensured customer satisfaction.
- Oversaw account opening processes and provided quality assurance.

- Experienced team leader with a proven track record of successfully managing and motivating teams to achieve exceptional results.
- Demonstrated ability to effectively delegate tasks and responsibilities, while maintaining a cohesive team dynamic.
- Strong communication skills, able to clearly articulate goals and expectations to team members at all levels.
- Strategic thinker with the ability to identify areas for improvement and implement effective solutions.
- Proactive problem solver, adept at handling challenges and adapting to changing circumstances in a fast-paced environment.

Education

ND Information Technology, UNIVERSITY OF SOUTH AFRICA, Pretoria/Sunnyside Campus

01/2013

Major Skills Acquired

- **Programming & Development:** Writing code and building robust applications.
- **Web Development:** Creating interactive, accessible websites.
- **Database Management:** Designing and managing efficient databases.
- **Systems Analysis & Design:** Planning and implementing IT solutions.
- **Project Management:** Organizing and delivering IT projects.
- **Networking & IT Administration:** Supporting IT infrastructure.
- **Business Integration:** Aligning IT with organizational goals.
- **Problem-Solving:** Developing innovative solutions to technical challenges.
- **Ethics & Communication:** Professional and ethical IT practices with effective communication.

Competency Certificate, UNIVERSITY OF JOHANNESBURG, Johannesburg

03/2022 - 03/2023

Skills Acquired in the Program

- **Entrepreneurship:** Business idea generation and entrepreneurial mindset.
- **Business Management:** Planning, organizing, and controlling business operations.
- **Financial Management:** Budgeting, financial analysis, and cash flow management.
- **Marketing and Sales:** Strategic marketing and customer engagement.
- **Business Planning:** Developing and implementing business strategies.
- **Customer Relations:** Building and maintaining strong customer relationships.
- **Time and Resource Management:** Effective task prioritization and resource allocation.
- **Legal Awareness:** Understanding business regulations and compliance.
- **Problem-Solving:** Addressing business challenges with innovative solutions.
- **Communication and Networking:** Building professional relationships and effective communication.

**National Certificate N6, TSHWANE NORTH COLLEGE,
Soshanguve Campus**

01/2009 - 03/2010

Senior Certificate, MAKHOSINI COMBINED SCHOOL, Soshanguve

01/2001 - 12/2001

Subjects:

- English Second Language, Xitsonga First Language, Mathematics, Physical Science, Biology, Geography

References

Boitumelo Phella from Tivanathi Engineering

072 711 3446

William Motha from Tivanathi Engineering

083 571 0538