

KEAMOGETSOE GILBERT SEKATI

3788 Taurus Crescent Lenasia South · 081 451 5744

Customer-focused professional in communication, content creation and data-driven support.

EXPERIENCE

2019/11/01 – 2021/03/30

DATA & FILING CLERK, THE AURUM INSTITUTE

Managed 10 000+ records, ensured accuracy. Ensure documents are accurately stored and easily retrievable Receive, sort and file documents, and track their movement Handle sensitive information with care and discretion

2014/02/26 – 2017/12/31

HEALTH SCREENER/HIV&TB COUNSELOR, THE AURUM INSTITUTE

Communication, trusting-building, behaviour influence and Provided pre- and post-test counseling, adherence counseling, and emotional support to clients living with HIV and TB. Conduct risk reduction counseling TB education, and support Develop care plans, maintained records, and collaborated with healthcare teams

2023/12/20 – 2025/12/20

BARTENDER, FEEL MY NEEDS

Customer support, sales assistance, stock management and prepared and served drinks to customers Managed cash transactions and operated a point-of-sale system Maintained a clean and organized workspace Provided excellent customer service and ensured customer satisfaction Developed strong communication and interpersonal skills

MARKING AND CREATIVE ASSISTANT, FREELANCE

Managed marketing campaigns and drove brand awareness to increase customer engagement along side my personal Portfolio Website: Created campaign-style design work demonstrating audience targeting and visual communication.

EDUCATION

2013

GRADE 12, SOUTHVIEW HIGH

Analytical thinking: Developed through life Sciences and Geography

Communication: Enhanced through English

Problem-solving: Built through Math Literacy

Understanding of human and environmental systems: Gained through Life Science, Geography and Life Orientation.

2022

SOUND ENGINEERING, SOUTHWEST MEDIA COLLEGE

Music production, Sound Engineering, Arranging, and Electronic Music Skills.

Proficient, and sound design, with a strong foundation in keyboard technique and electronic music

2023

SKILLS PROGRAM-WORK READINESS, THOKWAS LEARNING INSTITUTE

Long-Term insurance NQF L4 (49649)

Knowledge and application of ethical conduct in a business environment

Workplace relationships

Time management

Managing diversity in the workplace

Customer care skills

INTRODUCTION TO CYBERSECURITY

2024

END USER COMPUTING, FS COMPUSTEPS INFORMATION TECHNOLOGY COLLEGE

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

File and folder management

Secretarial skills

Office practice

Telephone etiquette

Meeting and report management

2025 (CURRENT)

JUNIOR CYBER-SECURITY ANALYST, CISCO NETWORKING ACADEMY

Introduction to Cybersecurity

Networking Basics

Networking Devices and Initial Configuration

End point Security

Network Defense

Cyber Threat Management

2025 (CURRENT)

MULTIMEDIA WEBDESIGN & GRAPHIC DESIGN NQF 4, BELIEVERS CARE SOCIETY

HTML/CSS

Web development
Graphic Design
User Experience (UX) Design
Adobe Creative Suite

SKILLS

- IT: Microsoft Office Suite (Word, Excel, PowerPoint, Access, End User Computing, File and folder management)
- Creative: Sound engineering, Graphic design, Web design
- Administrative: Secretarial skills, Office practice, Telephone etiquette, Meeting and report management
- Healthcare: HIV/TB Counseling, Adherence support, Risk reduction counseling
- Valid driver's license: Code 10

ACTIVITIES

Community Service and Volunteer work Happy environment Organization

Clean-up initiatives:

- Participated in regular clean-up activities in the community, including storm drain cleaning and waste removal
- Collaborated with community members to maintain public spaces and promote environmental sustainability.

Environmental Conservation:

- Assisted in planting activities at a local community space
- Contributed to beautification and greening initiatives in the community

Administrative Support:

- Volunteered at BELIVERS CARE office, providing administrative assistance and support
- Gained experience in office management and organization

Skills Developed:

- Teamwork and collaboration
- Customer Engagement
- Data Analysis
- Brand Support
- Canva
- Illustrator
- Excel
- Content creation
- Community outreach
- Environmental awareness and sustainability
- Administrative and organizational skills.
- Able to negotiate

References available on require.

