

Khwezi Tyatyam

Summary

I have vast experience in Warehousing, Computer Technical Support, Logistics and Project Management. I have Matric and IT Technician Support Certification, completed the International Computer Driving License, Life Skills Certificate, and Conflict and Mediation Certificate.

My biggest asset is my sense of reasoning and ability to function effectively under pressure. I have proven to be capable of working efficiently under minimal supervision. I am a good listener and can learn fast. Above all, I am honest, reliable and hardworking not adverse to learn new things.

personal attributes

Details

Age	46
Gender	Male
Nationality	South African
ID Number	8005155755086
Phone	0732142781
Email	jtyatyam@gmail.com
Address	A367 Qumbu Road, Mau-Mau, Nyanga, 7750
Online CV	View for Changes
Languages	English, Afrikaans, isiXhosa

Education & Training

International Computer Driving License

Certificate, SITA (State Information Technology Agency)

Pretoria, May 2003 to May 2004

Ms Word 2000

Ms Excel 2000

Ms Access 2000

Using the Computer and Managing Files

Ms Windows 2000

IT Technician

Certificate, IT Business Campus

Claremont, Cape Town, Feb 1999 to Jun 2000

A+

N+

Internet Networking Specialist

Office 2000

Introduction to Business Orientation and Logic Evaluation Techniques

Certificate, Aqeuro Academy SA

Cape Town, Jan 1999 to Dec 2000

Basic Computer Principles

Programming Concepts & Mathematics

Human Communication

Business Function

Windows 95 & 98

Ms Schedule mail & Internet

Matric

Certificate, Oscar Mpetha High School

Cape Town, Nyanga, Jan 1998 to Dec 1998

English

Afrikaans

Xhosa

Mathematics

Biology

Geography

Employment

CAN (Community Action Network) Administrator

Cape Town Together

Cape Town - Nyanga, Mar 2020 to Aug 2020

Management of office equipment

Helping to manage relationships with other CAN

Forming a partnership with Garden CAN

Bring service or resources opportunities community

Handling external or internal communication or management systems

Managing clerical or other administrative staff

Organizing, arranging and coordinating meetings

Sorting and distributing incoming and outgoing post

Volunteer Staff Branch Manager

Organising for Work

Cape Town - Nyanga (Library), Aug 2019 to Feb 2020

Interview Skills Assessment

Help Members as They Arrive

Troubleshooting SmartCape on Laptop

Connect Phone to Wifi

Checking a CV

Calling and Running an Induction

Calling and Running Rapid Application Workshop

References

Ayal Belling

Founder at Organising for Work
ayal@ofw.org.za
[Reference letter](#)

Patrick Madell - Axiz Workgroup

Customer Service Manager
0766836700 - 021 529 3940

Busisiwe Mahuzie - City of Cape Town

Head Librarian

Head Librarian
0722014352-0213861373

Monica Lekaay - eTafeni

Economic Strengthening Programme Manager
0847231786

Attachments

[Community Leadership Academy Certificate](#)

[Desto \(PTY\) LTD - State Information Technology Agency programme](#)

[ID](#)

[IT Business Campus \(A+ Certificate\)](#)

[IT Business Campus \(I-NET Certificate\)](#)

[Leadership Certificate - City of Cape Town](#)

[Matric certificate](#)

[On The Dot - Daily Route Manager Certificate](#)

[PE Technikon - ISGAD](#)

[SARS statement](#)

[Volunteer Staff Training Certificat](#)

Calling and Running Job & Interview Readiness Training
Calling and Running Volunteer Training

Team Leader

City of Cape town

Cape Town - Nyanga, Sep 2017 to Mar 2018

Statistics Compiling

Statistics and Data Capturing

Community Liason

Check equipment used is in good condition

Number of people entering are in good condition

Report writing

Access Officer

City of Cape town

Cape Town - Nyanga, Jan 2017 to Apr 2017

Check Safety of people

Check equipment used is in good condition

Maintainance

Ad hoc work

Report writing to the manager

Control Officer or Cell Owner

Media 24 (On The Dot)

Cape Town - Montague Garden, Jun 2013 to Jan 2015

Daily route management and ensure SLA (Service Level Agreement) compiled with Working with SAP programme

Resolving Client queries with 24 hours

Checking on stock shortages, replenishment request and capturing of returns

Reconciliation of accounts within 48 hours, passing credits when due

Motivating Route Owners and liaising with Merchandisers on Sale trends and patterns.

Keep all filing up to date and ensure all packs signed off before they are sent for filling.

Be Accountable, Take responsibility and Good Communication Skills.

Data Capture

Assist with increasing the sales

Stock Controller

Chaos Computers

Cape Town - Tygervalley, Mar 2012 to Dec 2012

Receiving and Transferring Stock Other Branches

Receiving and GRV Stock from Suppliers

Liaise with other Branches & Stock Department for Sales Orders

Labeling and moving stock to Floor

Conduct daily Transfers

Run Stock Count

Oversea Stock Receive is in Good Standard

Assist with any ad hoc requirement within the department

Data Capturer.

Customer returns administrator

Axiz Workgroup

Cape Town - Century Business part, Aug 2010 to Dec 2011

Receive Faulty stock from customers, check against invoice

Accept stock for testing and general fault finding from customers

Liaise with Sales department for replacement of Faulty Item'

Credit and Re-Invoice Stock and also generate a Credit Note

Conduct daily Transfers

Assist with any ad hoc requirements within the department.

Data Capturing

Lecture & IT Support

On the Ball Computers

Cape Town, Nov 2009 to Jun 2010

Training and Facilitation of Software and Hardware

Assessment and Moderation

Online Support

In-House Support – Hardware and Software
On-Site Support to Clients
Report Writing

Computer Technician (Assembler) and Tester

Mustek Limited (Mecer)

Cape Town - Foreshore, Jul 2005 to Sep 2009

Assembling PC's and File Servers

Installing Software and Hardware

Installing and Networking new computers

Telephonic Support

Testing software and hardware

Quality Control

Troubleshooting

Installing software and hardware

Packaging

Liaison with Clients

Skills

Admin

Community organiser

Customer service

Good computer literacy

Project management

Social media

Tech Support

Word processing

Call centre

Counselling

Event planning

Hardware support

Secretarial

Teaching / tutoring

Warehousing

Writing reports