

CURRICULUM VITAE

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EDUCATIONAL SUMMARY

- BSc Honors Degree in Computer Systems Engineering
- Botswana Accountancy College (2019)

PROFESSIONAL BIO

I am a Computer Systems Engineer with experience that runs from 2014 to date. I have worked as a Personal Assistant, a Systems Analyst and as an Administrator. My adaptability and ability to learn fast is the reason I can easily assume different roles in different organizations.

SUMMARY OF COMPETENCIES

- Analytical thinking
- Work ethics and values
- Integrity and trust
- Good communication skills
- Cross functional skills
- Adaptability
- Perseverance
- Action oriented
- Customer focus
- Attention to detail
- Drive for results
- Time management
- Technological savvy
- Technical and functional skills
- Ethics and values
- Integrity and trust
- Learning on the fly
- Technical learning
- Informing
- Priority setting
- Report writing
- Composure
- Cross functional skills
- Communication skills
- Minute taking

PROFESSIONAL EXPERIENCE

Administrator- Mont Trade Group of Companies (...to date)

Duties included:

- Consolidation of invoices
- Submission of batches consolidated to the Ministry of Agriculture
- Reconciliation of payments made from the ministry of Agriculture
- Providing assistance and/or information to customers on the subsidized items
- Registering the company online for easy access to make permits for employees (essential permits)
- Led ISPAAD sales
- Documentation of ISPAAD and subsidy requirements
- Compilation of reports on expected returns on the ISPAAD and subsidy projects

- Make follow ups on payments from the relevant ministry

Systems Analyst-Botswana Qualifications Authority (Jan 2018- June2018)

Duties included:

- Providing user support the Bitrix and QAD systems to clients and the staff
- Creating accounts for new employees
- Adding ETPs and Experts to respective workgroups
- Activating new users
- Making sure the workflow in the systems reflects the organization processes
- Helping officers close their tasks in the system
- Resolving system issues
- Taking minutes during requirements gathering meetings

Personal Assistant- DSR Mechanical Engineering Company (December 2014 – July 2015)

Duties included:

- Managing the managing director's diary and organizing meetings
- Reminding the managing director of his important tasks and deadlines
- Managing filling system
- Implementing administrative system
- Loading with the clients as well as the suppliers and staff
- Dealing with emails and faxes

REFERENCES

1. Bongani Dube
Managing Director
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2. Goitseone Handly
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3. John John Petros
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