

BIS, Ookeditse Sean Raloka

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Date of birth: 18 September 1994
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CAREER PROFILE

An analytical, highly competent systems expert with 10 months experience designing, programming and testing various packages across a variety of platforms and business environments.

I have worked on numerous projects from concept to completion. An exceptional communicator with administrative experience in information technology.

EDUCATION & QUALIFICATIONS

Aug 2013 – Aug 2017 Bachelor of Business Information Systems.
University of Botswana

Feb 2011 – Nov 2012 Selibe Phikwe Senior School(Obtained 39 points)

EMPLOYMENT HISTORY

ARTSWANA (CURRENT)

- Web design and development: Assisting in the development and maintenance of the company website and web related applications.
- Installation and maintenance of large format printers.
- Disaster recovery and Backup: executing disaster recovery procedures and running daily backups onto the server.
- Assist in troubleshooting user issues.
- Mail setup and troubleshooting.
- Insuring that all security measures like firewalls are up and running.
- Setting up user accounts.

ECOLIGHT (3 MONTHS)

- Cybersecurity: implementing control measures in all organizational information systems and data assets and protection from intrusion by cybercriminals.
- Disaster recovery and Backup: Data backup and recovery, ensuring business continuity
- System maintenance: ensuring 24 hour operational time of computer systems, trouble shooting and repairing of networks
- Web design and development: developing and maintaining company website.

- Onsite services: installation and maintenance of hardware.

ULTIMATE SOLUTIONS (3 MONTHS)

- Onsite services: installing new computers, configuring network equipment like routers and firewalls, maintaining existing IT systems, repairs and updating all relevant hardware and software.
- Remote IT support: administering user accounts, mail configuration, installing or upgrading software and network configurations.
- Proactive IT support: regular check-ups of server and backup systems event logs and ensuring that antivirus and security protocols are up to date at all times.
- IT Help Desk: logging customer IT issues and assigning a technician to handle the matter.
- IT Auditing: Evaluation of control measures and infrastructure.

KOLARI(Pty)Ltd (3 MONTHS)

- Business Process Re-engineering: Continuous evaluation and redesign of core business processes and research and recommend innovative, and where possible automated approaches for system administration tasks.
- Installation of Access Control Measures: installing biometric scanners and firewall configuration.
- Operations and Support: Install new / rebuild existing servers, install patches, investigate and troubleshoot issues, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Disaster recovery: Ensure business continuity through fast implementation of disaster recovery protocols.

KEY PERSONAL SKILLS

Information Systems audit, programming (java and vba), Computer networks, Web-design and database development (Php, Html, CSS, JavaScript and Mysqli), Business Process Re-engineering, Operating systems, Cybersecurity and developing and directing software system testing procedures, programming, and documentation.

INTERESTS

- Reading novels and gaming.
- Going to the gym.
- Pursuing Cyber security fundamentals, Cyber security practitioner certification and IT security and ethical hacking certification.

REFERENCES

Anthony Frolich

Owner (Artswana)

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