

# SIMON LESIBA MOGALE

Pretoria, Gauteng | Willing to relocate | 071 524 7227 | simonlmogale29@gmail.com

## PROFESSIONAL PROFILE

Entry-level IT support candidate with a Higher Certificate in Information Technology and practical administrative and retail training experience. Familiar with computer hardware, software installation, Windows operating systems, printer support and basic networking. Brings customer service, accurate data capturing, communication and problem-solving skills. Seeking a Junior IT Support, Service Desk or IT Internship opportunity to contribute while continuing to develop technical skills.

## KEY SKILLS

- IT helpdesk and first-line support fundamentals
- Computer hardware and software troubleshooting
- Windows operating systems and computer setup
- Printer and copier operation/support
- Basic networking: LAN, WAN and TCP/IP
- Microsoft Office / Microsoft 365 familiarity
- User account support fundamentals
- Data capturing and administrative support
- POS transactions and customer service
- Stock receiving and merchandising
- Communication, teamwork and time management

## WORK EXPERIENCE

### Assistant Clerk | Vukani Primary School

Feb 2024 – Mar 2024

- Provided day-to-day administrative support to school staff and learners.
- Operated printers and photocopiers for routine school tasks.
- Typed letters and communications for parents.
- Captured and maintained learner results accurately.

### Jumpstart Trainee | SPAR

25 Feb 2026 – 3 Mar 2026

- Processed customer transactions using point-of-sale (POS) systems.
- Assisted with receiving stock and organising inventory.
- Maintained merchandising standards and replenished shelves.
- Supported food preparation, baking and product packaging.

## EDUCATION

### Higher Certificate in Information Technology

Richfield Graduate Institute of Technology | Completed, 2023

### National Senior Certificate (Matric)

Amogelang Secondary School | Completed, 2022

### Higher Certificate in Accounting Science

University of South Africa (UNISA) | Currently studying part-time, 2026

## REFERENCES

Available on request.