

Kagiso Moloisane

I am a motivated professional with a strong IT background and excellent organizational skills, specializing in data capture and record management using software tools like Microsoft Excel and Google Sheets.

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EXPERIENCE

Department Of Home Affairs, Silverton — *Indexer*

2024 - 2025

Monitored the indexing solution to ensure accurate and consistent data capture. Provided feedback to the Quality Controller and Project Manager to improve data quality.

Developed expertise in the solution's features and limitations. Solved problems and implemented solutions to enhance efficiency. Presented reports to stakeholders as needed. Reviewed, analyzed, and extracted relevant data for indexing, ensuring accuracy and adherence to procedures.

Collaborated with the digitization team to ensure proper indexing and conducted regular quality checks to meet project requirements.

Waybeyond Projects (Pty) Ltd, Midrand— *IT Technician*

2016 -2018

Provided technical support, including software installation and system updates. Maintained equipment and organized IT resources.

Conducted data capture and analysis using tools, Microsoft Excel, and data management software. Managed tasks under pressure with attention to detail.

EDUCATION

Utsane Secondary School — *National Certificate*

Status: Completed

Tshwane University of Technology — *National Diploma*

Status: Completed

Information Technology

CURRENTLY

Unemployed

SKILLS

Communication

Time Management

Problem Solving

Team work

IT Proficiency

Ability to Learn

Attention to Detail

HTML 5

JavaScript

CSS

SQL

Excel

LANGUAGES

English (Fluent)

Tswana (Fluent)

Zulu (Basic)