

Bongani Tebogo Madonsela

56 Utopia Tembisa Johannesburg 1632
0679501107 | tebogomadonsela0@gmail.com

Objective

Highly skilled, results-driven, customer-focused and detail-oriented professional with combined experience in sports assistance, administration, IT technical support, and customer engagement. Holds certifications in Information Technology Technical Support, Field Marketing, New Venture Creation, Cybersecurity, IT Security, and Reception & Secretarial Skills, supported by a General Education and Training Certificate. Adept at problemsolving, IT troubleshooting, and delivering exceptional support across education, IT, and service environments. Seeking an entry-level or internship opportunity to leverage academic knowledge and diverse technical skills while contributing to organisational efficiency and continuous improvement.

Experience

- **BOKAMOSO SECONDARY SCHOOL** 02 June 2025 - 28 November 2025
General School Assistant
 - Organize and supervise sports activities, ensuring learners' safety during events and practices.
 - Assist with planning and hosting netball and other sporting events on school premises and external venues.
 - Coordinate learner participation in tournaments and inter-school competitions.
 - Support teachers with exam invigilation, maintaining fairness and compliance with regulations.
 - Collect and securely submit completed exam scripts for administrative processing.
 - Develop and maintain participation registers for learners involved in sports programmes.
 - Promote teamwork, discipline, and sportsmanship among learners during physical activities.
 - Monitor and maintain sports equipment, ensuring readiness for use and proper storage.
 - Provide logistical support for events, including venue preparation and refreshments.
 - Foster an inclusive sporting environment, encouraging learner engagement in healthy, drug-free activities.

Education

- **NET CAMPUS GROUP** 2025
Cybersecurity
Training program
- **Skills development professionals** 2024
New venture creation
NQF level 4
- **Fanaka academy** 2024
Field Marketers certificate
- **Application Cursa** 2024
Certificate : IT security
- **Application Cursa** 2024
Certificate : Google Career in IT Support
- **Application Cursa** 2024
Certificate : Reception and Secretarial
- **PERFAR/NACOSA** 2023
Certificate : No Means No
- **Atvance Academy** 2020
FET : INFORMATION TECHNOLOGY TECHNICAL SUPPORT
NQF level 4

Skills

- Digital safety/online safety
- Beei sports & Enrichment training
- Attention to Detail: Maintains precision in data handling, reporting, and operational tasks.
- Organisation: Highly organised with the ability to maintain order and accuracy in administrative and technical functions.
- Customer Orientation: Committed to delivering quality service and support to meet stakeholder expectations.
- Integrity: Demonstrates professionalism, confidentiality, and ethical behaviour in all tasks.
- Adaptability: Thrives in dynamic environments, adjusting to new challenges and learning opportunities with ease.
- Problem-Solving: Strong analytical mindset for identifying issues and implementing efficient solutions.
- Teamwork: Cooperative and supportive, fostering collaboration in multi-disciplinary teams.
- Time Management: Skilled in prioritising responsibilities and meeting deadlines in high-pressure settings
- Strategic Planning: Capable of setting clear goals, prioritising tasks, and applying effective strategies to meet objectives.
- Customer Support: Adept at addressing inquiries, resolving issues, and delivering positive customer experiences.
- Sport Event Coordination: Experienced in planning, organising, and supervising learner participation in extracurricular activities.
- New Venture Creation: Knowledgeable in small-business principles, planning, and operations aligned with NQF Level 4 standards
- MS Office & Google Workspace: Advanced capability in Word, Excel, PowerPoint, and Drive for reporting, presentations, and task execution
- Document & Data Management: Proficient in creating, organizing, and maintaining accurate files, reports, and records.
- Reception & Secretarial Duties: Skilled in handling front-desk operations, calls, scheduling, and document management with professionalism
- Field Marketing: Experienced in customer outreach, product promotion, and building client relationships to increase brand visibility.
- Cybersecurity & IT Security: Knowledgeable in managing cyber risks, safeguarding data, and applying security protocols to protect organisational assets.
- IT Technical Support: Proficient in troubleshooting software/hardware problems, configuring systems, and supporting end-users in fast-paced environments.
- Communication: Exceptional verbal and written skills, enabling effective interaction with learners, colleagues, and clients.

Achievements & Awards

- Won the silver medalist best team in U15 schools sport through the kick out the drugs tournament held 27 June 2025
- Recognised for promoting a safe, engaging sporting environment that enhances learner participation and wellbeing.

License

- Forklift licence F1

Languages

- English
- Zulu
- Setswana

Personal Details

- Nationality : South African
- Date of birth : 08.08.1999
- Gender : Male

Reference

- **Alpheus Thoke - Lethabo Community College**
Lecturer
Khwabanea89@gmail.com
0682280442
- **Welcome Sityi - BOKAMOSO SECONDARY SCHOOL**
Deputy principal
083 254 8729
- **MJ Mawela - Bokamoso Secondary School**
MENTOR TEACHER - HOME LANGUAGE DEPARTMENT
Phin.zozo@yahoo.com
0827453626