

Nhluvuko Achievement Pataka

Johannesburg/Midrand, South
Africa 1632

+27719652825

chievasafford@gmail.com

Skills

- Micros systems, Cisco, PBX systems, FreshWorks, FSP Solutions, CRM, Webmail support, Any Desk support, Visual Box server setups, Mikrotik configurations, Online Merchandising system, Computer assembling, Computer components Testing, record keeping, problem solving, time management, Sage 50 cloud Pastel, Stock Inventory, Tracking Budget Expenses, purchasing orders, Stock Merchandising, General Math Skills, Vendor Relationships, SharePoint, invoice capturing, Fast typing speed, car Tracker system, Computer hardware fixing, System Analysis and Designs, Windows server and applications, Network cabling, Call Centre skills, Data Base Designing, Network configurations, CCTV, IP Networking, VoIP, Android, Application Support, Insurance Sales, Insurance Broker systems Support, Alarm and Automation systems support, Apple devices maintenance and support

Languages

English, Xitsonga, Tshivenda,
Sepedi, Isizulu, Isixhosa

I'm motivated by opportunity driven by task that require cutting edge solutions, while a client-based ground enable me to maintain objectivity at all time and focus on the main objectives, particularly when delivering to the expected objectives. I wish to intensify this experience by offering solutions in a role that demands results, high performance standards that encourage creatives to maintain relationships and communicates it services in the best way possible.

References

- Nelson, Maluleke, Technical Manager, FTRONICS@YANDEX.COM, 0719998877, Ftronics
- Denzel, Homera, IT Manager, denzel@friends4life.co.za, 0732486626, 0105000069, Friends4Life
- William, Bapola, Warehouse Technical Manager, William@frontosa.co.za, 0118405700, 0790217136, Frontosa IT

Experience

CCTV Technician

Ftronics, Germiston, Gauteng

June 2025 - Current

- Assessing the premises to determine the optimal placement of cameras and equipment.
- Mounting and positioning CCTV cameras, running cables, connecting power sources, and configuring recording devices and monitors.
- Setting up camera angles, recording parameters, and network connections to meet client requirements.
- Performing routine checks to ensure all equipment is functioning correctly and efficiently.
- Diagnosing and resolving technical issues with cameras, recording devices, and other related components.
- Cleaning and adjusting cameras, replacing faulty parts, and ensuring the overall health of the system.
- Keeping the system's software up-to-date to ensure optimal performance and security.

IT Assistant Manager

*Friends4Life Intermediary Services,
Ferndale, Randburg*

May 2022 - May 2025

- IT desktop support, Hardware support, User systems support, Software support, Office 365 support, 1st/2nd line network support, Maintenance of IT infrastructure, Reporting and escalating 3rd Line support issues, CCTV configurations and Maintenance support, Assist with keeping Records of system Backup schedules, Server maintenance and support, Insurance Broker support, systems setup and line support, PBX systems configuration, Insurance Leads Supports, Power backup support and maintenance, New agent training support systems, webmail setup and configuration

Procurement Administrator

*Forums Group Head Office, Dunkeld
West, Randburg*

May 2018 - October 2022

- Schedule purchase and arrivals, Maintain Inventory, Review and place purchase orders, Counts store inventory for official Store records, Maintains logs of all products and suppliers, Checks actual store inventory against computerized records, Reports any discrepancies in

inventory records to store managers, Receives store deliveries, Assist in uploading inventory from delivery truck, Organizes inventory in stock room, Restocks merchandise on sales floor as necessary, Files all delivery and inventory receipts, Uses Pastel to keep track of orders, returns and supply, Provide inventory reports evaluation regarding overstock or stock missing items, Presents inventory reports at store meetings, Maintaining stock room hygiene's and ensuring well organized.

Education

Netcampus Group at Centurion, Pretoria

CompTIA A+ & N+ Expected in October 2025

- I have completed my CompTIA A+ & N+ at Netcampus Group in April 2025 where I'm expecting to obtain my Qualification in October this year.
- Modules achieved: Graphic Design (Ms 900) Security (Sc 900) Data Science (DP 900) AI Quality (AI 900) Contact Center A+ (Core 1) Software Dev (PL 900).
- The duration of the course was 3 Months

Advanced Assessments and Training at Randburg

Technical Support June 2020

- I have obtained my NQL4 Certificate in Technical support in June 2020 under Advanced Assessments and Training where I have received the offered Workbased Training Scholarship Course for the duration of 12 Months Contract
- Modules achieved: Data Communication, Computer Networking, Computer Software and Hardware Communication, Internet Protocol & System Operation and Maintenance

Google (Digititan) at Pretoria, Hatfield

Online Marketing Fundamentals Certificate March 2018

- I have Obtained my Online Marketing Certificate with Digititan in March 2018.
- Modules achieved: The Online Opportunity, Building your Online Presence, Intro to SEM Version, Intro to Mobile & Digital Jobs
- The duration of the course was 3 Months

Tshwane North College (Mamelodi Campus) at Pretoria, Mamelodi East

Information Technology and Computer Science December 2017

- I have obtained my NQL4 Certificate in IT & Computer Science in 2017 with Tshwane North College.
- Major Subjects: System Analysis and Design, Contact Centre Operations, Computer Programming, Data Communication and Networking
- The duration of the Course was 3 years (Jan 2015-Dec 2017)

N'wanati High School at Polokwane

Physics December 2014

- I have completed my Grade 12 diploma at N'wanati High School in 2014.
- Major Subjects: Xitsonga, English, Mathematics, Physical Science, Geography, Life Science & Life Orientation

Driving lincence

code 10 driver's License (C1)

Disclaimer

TO WHOM IT MAY CONCERN,
I, Nhluvuko Achievement Pataka, I hereby declare that all information provided (including attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to application being disqualified or my immediate discharge if appointed.
SINCERELY,
NHLUVUKO ACHIEVEMENT PATAKA