

DAVID BENJAMIN LE ROUX

Cape Town, South Africa(ZA)

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Date of Birth: 24/04/1995

Citizenship: South African

Sex: Male

Age: 29

Drivers Code: 08

English: Excellent



OVERVIEW

Diligent, committed, responsible and reliable individual.
Well-balanced.

EDUCATION

2020 Stellenbosch University

- B.Com (Management Science) Information Systems Management Focal Area.

Logistics management sub major.

2015 University of Cape Town

- Certificate in Bookkeeping presented by Getsmarter | 2U (Short Course)

2013 Fairmont High School

- National Senior Certificate
- Bachelors Pass - Admission to University.

Subjects available on request.

SKILLS

- Process mapping and documentation
- Internal process elicitation
- Python
- Jupyter Notebooks
- Git - Version Control
- Google workspace
- Trello
- Monday.com
- UML
- Analytical
- JavaScript
- HTML
- CSS
- Database Management
- Balsamiq mockup 3
- Lucidchart
- Figjam
- Visual Paradigm
- MS Office 365 (Word, Excel, Outlook, PowerPoint)
- MS Visio
- SQL
- Soft / people
- Interpersonal
- Communication - verbal, non-verbal and written

EXPERIENCE

JustSolve (Pty) Ltd.

Business Analyst | 06/2022 - 07/2023

- Business Process mapping and documentation
- Internal requirements gathering and analysis
- Internal communication management
- Stakeholder updates

Grapevine Interactive (Pty) Ltd.

Digital Communications Consultant | 01/2021 - 08/2021

- Enterprise client management - Managing new and existing enaccounts.
- Customer relationship management (CRM) - working with the commercial team and their clientele.
- Client Project Management
- Business Analysis
- Industry research
- Teamwork; working in conjunction with the operations, commercial, product and developer teams.
- Client internal communications

Rogerwilco Digital (Pty) Ltd.

Junior Business Analyst | 01/2020 - 04/2020

- Product management and ownership of smaller projects
- Eliciting requirements
- Costing under the supervision of the CTO and COO
- Assist Rogerwilco with RFPs and RFQs on potential new systems
- Admin
- Technical Proposals
- Research and Development.
- Wireframing (Sketch and Balsamiq)
- User experience analysis and testing

Business Analyst Intern | 07/2019 - 01/01/2020

- Google training - Digital marketing, SEO, Organic search, PPC, Analytics and Data Studio
- Assisted on Projects with regards to; drafting business requirements specification as well as technical requirements specification documents - e.g GeneXus: <https://www.genexusafrica.com/>

- Team assistance and collaboration.
- Content management and administration on Drupal content management system.
- Creation and amendments of training manuals for clients backend CMS management- The crazy store: <https://www.crazystore.co.za/>
- Project planning and testing.
- Developer task Quality Assurance/control.
- Tender preparation, compliance, sourcing and bidding.
- Daily scrum meetings.
- Experienced working in an agile environment.
- Research and Development.
- Assisting Project Managers and Key account executives.

C2M Chartered Accountants Inc.

Vacation worker | 11/2016 - 12/2016

- Assisting article clerks with numerous admin and office related jobs
- Observed and audited an internal audit under the supervision of a senior auditor.

JB Le Roux Insurance Brokers (Pty) Ltd.

Intern | 08/2015 - 11/2015

- As an intern my responsibilities were mainly admin related work as I did not bear the necessary qualifications for any advisory or intermediary service related work.
- Record keeping and filing
- General office assisting
- Data capturing

REFERENCES

References available on request.