

# ABBY NKUNA

## Information Technology

### PERSONAL PROFILE:

I am hard working, determined and enthusiastic. I'm ambitious in what I do and very passionate about my work. I have strong interpersonal communication skill and good understanding. I'm also presentable and friendly. I'm target driven, motivated and work well with others in a team. I work well under pressure if required to do so. Bring attention to details and high level of accuracy.

### PERSONAL DETAILS:

Mobile: (+27) 78 076 1432 / (+27) 83 444 8210

Email: abdicatenkunaz@gmail.com

Date of Birth: 25 January 1997

ID Number: 970125 0580 085

Nationality: South African

Gender: Female

Status: Single

Health: Good

Driver's License: Code 10

Criminal record: None

Home Language: Tsonga

Languages: English and Tswana

### WORK EXPERIENCE

#### PROPERTY MANAGER

Posterity Financial Services (PTY) LTD | Sep 2023 - Current

- Tenant Management (Lease Agreements Drafting Rent Collection and Conflict Resolution)
- Property Maintenance (Regular Inspections, Repairs and Maintenance, Safety and Compliance)
- Financial Management (Budgeting, Financial Reporting, Cost Management)
- Marketing and Leasing (Advertising Vacancies, Showing Properties and Setting Rent Levels)
- Legal and Administrative Duties (Legal Compliance, Record Keeping and Evictions)
- Owner Relations (Communication, Strategic Advice and Emergency Response).

#### MANAGING DIRECTOR

E-WASTE SOLUTIONS (PTY) LTD (2023/231392/07) | Dec 2023 - Current

- Strategic Planning and Management: Developing Policies and Procedures, Regulatory Compliance, Understanding Regulations, Reporting and Documentation
- Operations Management: Facility Management, Vendor Management, Logistics Coordination
- Environmental and Safety Standards, Environmental Protection and Health and Safety
- Community and Stakeholder Engagement: Public Awareness Campaigns and Stakeholder collaboration
- Financial Management: Budgeting, Funding and Grants
- Technology and Innovation: Adopting New Technologies and Innovation
- Team Leadership and Development: Team Management and Performance Monitoring
- Sustainability and Corporate Social Responsibility (CSR).

#### ICT Services Student Assistant

TSHWANE UNIVERSITY OF TECHNOLOGY | Feb 2023 - Current

- Networking Services and IT Support and Managed Services.
- Maintenance of wired and wireless networks.
- Network Monitoring: Continuous monitoring and management of network performance and security.
- Help Desk Support: Providing technical assistance to users. Managed IT Services: Outsourcing management of IT infrastructure and services.
- Remote Monitoring and Management: Monitoring systems remotely and addressing issues proactively.
- Support of computer laboratories, Support of peripheral devices, Application system software support LAN Support, VPN and APN configuration.

## **QUALIFICATIONS:**

### **TSHWANE UNIVERSITY OF TECHNOLOGY**

Advance Diploma in computer science (registered)

### **MULTIPLE ACADEMIC AND SKILLS CENTRE OF LEARNING (MASCOL)**

Life Support and First Aid procedures (NQF L 01)

Fire marshall (NQF L 02)

### **JEPPE COLLEGE OF COMMERCE AND COMPUTER STUDIES**

Technical Support NQF L4 and System Support NQF L5

### **TSHWANE UNIVERSITY OF TECHNOLOGY**

National Diploma in Information Technology

### **UNIVERSITY OF JOHANNESBURG**

Entrepreneurial development: Short Learning Programme

### **HANYANI THOMO HIGH SCHOOL (LIMPOPO)**

Grade 12 | 2014

### **SUBJECTS PASSED:**

Xitsonga  
 English  
 Afrikaans  
 Life Sciences  
 Mathematics  
 Computer Application Technology  
 Physical Sciences

### **COMPUTER SKILLS:**

- Server systems, networking systems, Computer architecture and ALL Microsoft applications, SQL, C++, Visual basics, Linux, HTML.

### **I-Centre Student Assistance**

#### **TSHWANE UNIVERSITY OF TECHNOLOGY | Jun 2022 - Feb 2023**

- My task at i-Centre is general to provide students with access to computer facilities and the internet.
- I-Centre is established in libraries, other spaces on campuses and in student residences to maximize students access to computer facilities

### **Chairperson**

#### **LOVE UNITES ALL CHARITY CLUB (NPO) | Up to date**

- Plan meeting and develop the agenda in conjunction with the secretary or most senior member of staff, provide leadership and ensure the effective operation of the governing body, and ensure that decisions made at meeting are implemented.

### **Media**

#### **JESUS REIGNS MINISTRIES INTERNATIONAL | Every Sunday**

- Taking videos, pictures and working on the mixer.

### **Photographer and Office Administrator**

#### **VICTOUCHPRO | Up to date. (Only on weekends)**

- I capture emotions, phases of life and expressions, create something out of nothing by brings life to a click of a picture. I was in charge of bookkeeping, logistics, maintenance and facility handling.

### **Part time intern administrator**

#### **MCGERALDS ENTREPRENEURSHIP CENTRE | Up to date. (Only when there's a program which usually last for 3 days)**

##### **Duties & Responsibilities:**

- Performs clerical duties to help an office run smoothly and efficiently by arranging clients' file for programs like women in tourism Limpopo.

### **Peer Educator**

#### **TSHWANE UNIVERSITY OF TECHNOLOGY | 2019 – 2020**

##### **Duties & Responsibilities:**

- Volunteered to assist in the implementation of a HIV/Aids, covid-19 and other health programs. Their primary role is to educate their peers/ students about the importance of health.

## REFERENCES:

Mr Nga/ Mr Malaila  
Posterity Capital  
011 656 0570

Simon Bugere (Jeppe College)  
Campus manager  
015 291 1051 / 076 668 4059\ 067  
899 9397)

Melisa Van Aswegen  
Campus manager (ATTI  
Polokwane)  
084 922 2534

Dr Tshamano  
TUT PLK Campus rector  
012 382 0999/ 082 5511 504

ICT Service  
Kubyana PJ  
012 382 0969 / 066 188 4293

### CSRC President

TSHWANE UNIVERSITY OF TECHNOLOGY | October 2020 –  
October 2021

#### Duties & Responsibilities:

- The Chief Executive Officer of the SRC and preside over all official gatherings, make binding decisions in good faith on behalf of the SRC, provided that such decisions be reported to the next SRC meeting for ratification, the representative of the students in the University Council and any University strategic governance committee where one student representative is needed, the official spokesperson of the ISRC on all matters, an ex officio member of all SRC standing committees, an ex officio member of all CSRC committees without voting powers, present the SRC political report at the ordinary meetings of the ISP, a member of the University financial aid committee.

### Project Administrator (Internship)

ATTI POLOKWANE | September 2017 - September 2018

#### Duties & Responsibilities:

- Placing calls Managing budgets and expenditure, coordinating meetings, taking minutes, organizing venues, Planning projects, Updating the project calendar, Creating PowerPoint presentations, performing administrative duties, Tracking projects, recommending changes, following instructions, keeping update on compliance regulations, resolving issues related to the project, assessing staff performance, Hiring contractors and service providers.

### Microsoft Office Specialist (Lecturer)

JEPPE COLLEGE OF COMMERCE AND COMPUTER STUDIES |  
January 2017 - September 2017

#### Duties & Responsibilities:

- I was preparing reports, presentations and other products by operating Microsoft Word, Excel, and PowerPoint. To oversee the clerical support function of an office, business or based on client specific requirements.



EK CERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAK DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELE IS. EK CERTIFISEER VERDER DAT, VOLGENDS MY WAARNEMINGS, DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGEBRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

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 FORCE NUMBER .....  
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REPUBLIC OF SOUTH AFRICA / SOUTH AFRICAN POLICE SERVICE

OUDE-AFRIKAANSE POLITIEKORPS

CSC

2024 -07- 11

PRETORIA WEST

# National Senior Certificate

Awarded to

**ABDICATE NKUNA**

Identity number 9701250580085

**Subject**

Xitsonga Home Language  
Afrikaans Second Additional Language  
English First Additional Language  
Mathematics  
Life Orientation  
Computer Applications Technology  
Life Sciences  
Physical Sciences

	Achievement level
71	6
47	3
60	5
40	3
8	7
42	3
45	3
33	2
*	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2014.

M. S. LAKOMETS

Chief Executive Officer

150 0609 9808 V



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in  
General and Further Education and Training  
South Africa

5793602

(See reverse for more information)



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Media, Information and Communication Technologies  
Sector Education and Training Authority



Accelerating quality skills towards an information savvy society

# National Certificate

This is to certify that

*Abdicate Nkuna*

I.D. No. 9701250580085



Has successfully achieved competence against the following  
SAQA registered qualification

## FURTHER EDUCATION AND TRAINING CERTIFICATE: INFORMATION TECHNOLOGY: TECHNICAL SUPPORT

NQF Level 4

(NLRD No. 78964)

In terms of section 9 (1)(f) of the ETQA Regulations  
No. 1127 of 1998 under the SAQA Act No. 58 of 1995,  
effective 1998

  
MICT Seta CEO

06/04/2016  
Date of Issue

Awarded as an original document with no alterations



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Media, Information and Communication Technologies  
Sector Education and Training Authority



Accelerating quality skills towards an information savvy society

# National Certificate

This is to certify that

*Abdicate Nkuna*

I.D. No. 9701250580085



Has successfully achieved competence against the following  
SAQA registered qualification

## NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: SYSTEMS SUPPORT

NQF Level 5  
(NLRD No. 48573)

In terms of section 9 (1)(f) of the ETQA Regulations  
No. 1127 of 1998 under the SAQA Act No. 58 of 1995,  
effective 1998

MICT Seta CEO

Date of Issue

06/04/2017

EK SEER DAT HIERDE DOCUMENT IS EEN KLOOISIE  
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CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

MAGISTERNOMMER  
FORCERTNUML  
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NAAM IN PRINT

Awarded as an original document with no alterations



# Tshwane University of Technology

We empower people

## NATIONAL DIPLOMA

INFORMATION TECHNOLOGY  
(SOFTWARE DEVELOPMENT)

Awarded to

ABDICATE NKUNA

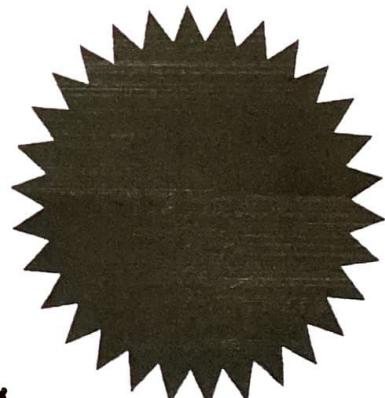
214814439

1997-01-25

Having complied with the  
Requirements of the Act and Statute

2023-07-05

ND130463



  
Vice-Chancellor and Principal  
On behalf of Council and Senate

  
Registrar



**Tshwane University  
of Technology**  
*We empower people*

TO WHOM IT MAY CONCERN

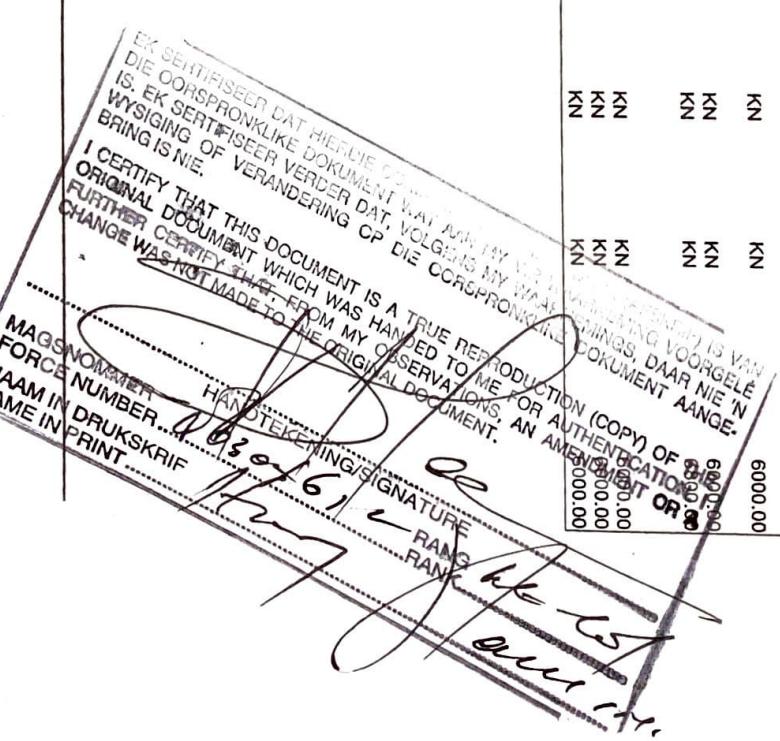
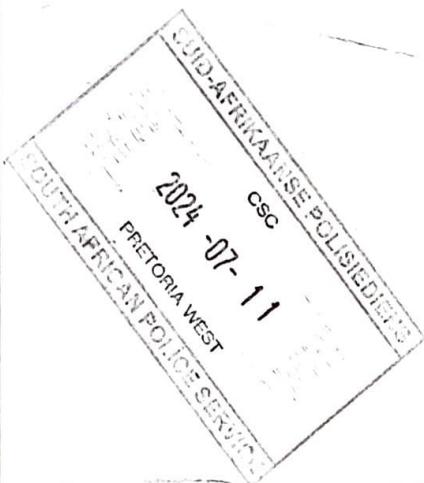
It is hereby confirmed that **ABDICATE NKUNA**, Student Number **214814439**, ID Number **9701250580085**, is registered from **03-Jan-2024** to **31-Dec-2024** at Tshwane University of Technology for the under mentioned programme and subjects.

Campus and Registration Type: **BA SOSHANGUVE (SOUTH) - SATURDAYS**

Qualification: **ADRS20 AdvDip (Computer Science)**

Subject	Description	Qual.	Offering	Cancel	Exempt	Exam Year	Exam Month	Class Group	Practical Group	Cost
DTD11TV	1 FIRST SEMESTER (JAN-JUN) DATA STRUCTURES AND ALGORITHMS	ADRS20	BA	N	N	2024	5	KN	KN	6000.00
HMD11TV	HUMAN COMPUTER INTERACTION	ADRS20	BA	N	N	2024	5	KN	KN	6000.00
SFG11TV	SOFTWARE ENGINEERING	ADRS20	BA	N	N	2024	5	KN	KN	6000.00
DSD11TV	2 SECOND SEMESTER (JUL-DEC) DISTRIBUTED PROGRAMMING	ADRS20	BA	N	N	2024	11	KN	KN	6000.00
IDA11TV	INTRODUCTION TO DATA SCIENCE	ADRS20	BA	N	N	2024	11	KN	KN	6000.00
TCR11TV	THEORETICAL COMPUTER SCIENCE	ADRS20	BA	N	N	2024	11	KN	KN	6000.00

REGISTRAR  
19-Feb-2024  
97012

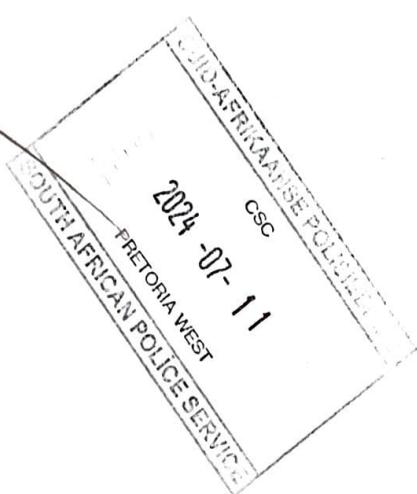


# Internship Certificate

*This is to certify that*

**Abdicate Nkuna**

970125 0580 085



Has successfully completed an internship programme that was implemented by Velaphanda Trading and Projects.

From 02 October 2017 to 28 September 2018

STATEMENT OF AUTHENTICITY

I, the undersigned, declare and affirm under my signature below that the document which I hand over is my original document. I am aware that it is illegal to copy or reproduce this document for any other purpose than the one for which it was issued. I further declare that this document has not been altered in any way.

NAME: Abdicate Nkuna  
POSITION: Intern  
RANK: 1st Year  
SIGNED: 20/08/2018  
SIGNED: Abdicate Nkuna

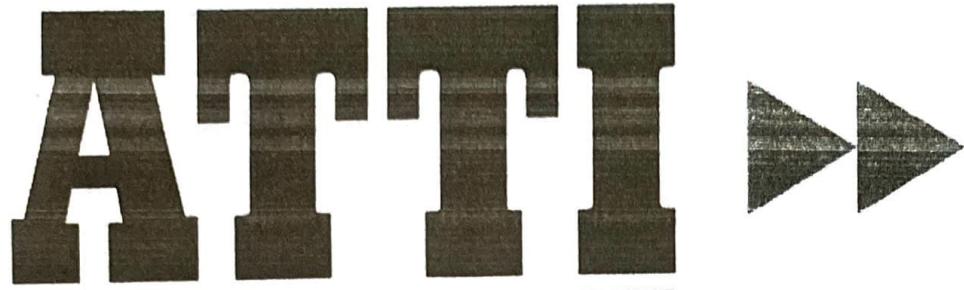
*Easter*

*Signature of Director*



20 August 2018

*Date*



## **ADVANCED TECHNOLOGY TRAINING INSTITUTE**

# Certificate of Attendance

NKUNA ABDICATE

ID No: 970125

## **Has Successfully Completed**

## Work Readiness Programme

## Duration

1 Day

## **Course Content**

## Preparing for interviews

Professional Image

## Goal Setting

## Customer Service

## Conflict Management

## Time Management

SUID-AFRIKAanse POLISIEDiens	
CSC	
2024 -07- 11	
PRETORIA WEST	
SOUTH AFRICAN POLICE SERVICE	

Given on this 21<sup>st</sup> day of August 2018

*Academic Head*

In Excess Trading 22 (Pty) Ltd  
t/a ATTI Polokwane

**Certification Log Number**

ATCERT-VEL1808

Skills Provider Programme  
MICT Seta ACC/2006/09/212

R. J.  
Hoene  
Quality Assurer

Skills Provider Programme  
MICT Seta ACC/2006/09/212



Certificate number: M/0144/24

This is to certify that:

**ABDICATE NKUNA**

National Identity/Passport number

**970125 0580 085**

Has COMPLETED and was found COMPETENT in

**PERFORM BASIC LIFE SUPPORT AND FIRST AID PROCEDURES**

**UNIT STANDARD: 119567**

**NQF LEVEL 01 - CREDITS 5**

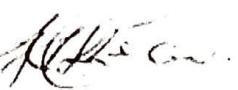
Date Issued: **17/05/2024** Expiry Date: **17/05/2027**

Training and Assessments was done on the following specific outcome:

- SO1 - Demonstrate an understanding of emergency scene management.
- SO2 - Demonstrate an understanding of elementary anatomy and physiology.
- SO3 - Assess an emergency situation.
- SO4 - Apply First Aid procedures to the life-threatening situation.

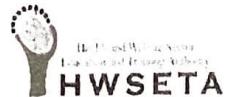
Moderator: RC Le Fleur

HWSETA REG NO: HW591MRA0000292

  
Moderator Signature



This certificate is issued without any alterations or corrections.



HW592PAA0000355



23-065042



03-QCTO/SDP261021-3319



MULTIPLE ACADEMIC AND SKILLS CENTRE LEARNING

Certificate number: M/0148/24

This is to certify that:

**ABDICATE NKUNA**

National Identity number

**970125 0580 085**

Has COMPLETED and was found COMPETENT in  
**FIRE MARSHALL**  
**(BASIC FIRE FIGHTING AND EVACUATION)**

Date Issued: 17/05/2024

UNIT STANDARD: 12484 AND 242825

#### NQF LEVEL 02 - CREDITS 4

Training and Assessments was done on the following specific outcome:

- SO1-Discuss and explain procedures for dealing with fires in the workplace
- SO2-Identify the type of fire, its context and select the appropriate firefighting procedure
- SO3-Identify, select, and check appropriate firefighting and safety equipment
- SO4-Fight containable/extinguishable fires
- SO5-Retreat from fire site and hand over to appropriate personnel
- SO6- Report/record status of fire and equipment
- SO7- Housekeeping and storage
- SO8- Fire risk
- SO9-Forecourt safety
- SO10-LPG Safety
- SO11-Handling flammable liquid fires.
- SO12-Static causes and prevention
- SO13-Evacuation principles

Moderator: RC Le Fleur

HWSETA REG NO: HW591MRA0000292

  
Moderator Signature

This certificate is issued without any alterations or corrections.



HW592PAA0000355



23-065042



03-QCTO/SDP261021-3319