

ANELE MUCAVELE

Software Developer | Data Administrator | Project Manager

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PROFESSIONAL PROFILE

A passionate and result-driven software developer with experience in data administration, project management, and business operations. Dedicated to creating innovative solutions, improving processes, and developing dynamic software applications. Currently enhancing skills in full-stack development, with expertise in HTML5, CSS, JavaScript and MySQL.

EXPERIENCE

PLP Academy
Software Development Student

February 2025 - Present

Currently learning web development and software engineering concepts with a focus on front-end and back-end technologies such as HTML5, CSS, JavaScript, and databases.

Far East Rand Hospital
Administrative Assistant

01/02/2023 – 31/01/2024 (End of Contract)

DUTIES:

- Maintained accurate and up-to-date documentation related to departmental business activities to ensure compliance with internal policies and standards.
- Assisted in following up on outstanding matters and ensured timely resolution of administrative requests.
- Verified and validated submitted documents to ensure accuracy before capturing and further processing.
- Managed office operations, ensuring the availability of stationery and office supplies.
- Updated and maintained departmental registers and internal tracking systems to monitor workflow.
- Identified duplicate documents, requests, and queries, ensuring proper reporting and resolution.
- Allocated matters to responsible team members and tracked progress until completion.
- Drafted and distributed official correspondence and reports to stakeholders as required.
- Scheduled and coordinated meetings, prepared agendas, and ensured timely confirmation of attendance.

- Assisted in recording, compiling, and distributing meeting minutes, ensuring compliance with governance standards.
- Created and maintained a register to track outstanding matters and developed follow-up plans to ensure timely resolution.
- Organized and managed the team's diaries to facilitate seamless scheduling of internal and external appointments.
- Administered the department's records management system in accordance with organizational filing policies.
- Ensured all records were accurately classified, stored, and readily accessible for retrieval when needed.
- Maintained confidentiality and ensured sensitive documents reached the intended recipients securely.
- Acknowledged receipt of documents, assigned file numbers, and recorded data accurately in the system.

EDUCATION

Power Learn Project Academy Software Development	February 2025 - Present
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Ekurhuleni East TVET College National Certificate: N6 Management Assistant	January 2019 – July 2020
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Kingsway Secondary School. National Senior Certificate (Grade 12)	January 2018 – December 2018
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SKILLS

HTML5: Beginner – 50%

CSS: Beginner – 50%

JavaScript: Beginner – 65%

MySQL/Database Management: Beginner – 40%

Project Management: Excellent organizational and leadership skills, experience in managing software and business projects.

PROJECTS

PORTFOLIO WEBSITE

- A professional portfolio showcasing projects and technical skills. Built using HTML5 CSS, and JavaScript.

E-COMMERCE WEBSITE FOR HAIR BUSINESS

- An online store with payment integration, user login, and responsive design. Built using HTML5, CSS, and JavaScript.

FINANCIAL MANAGEMENT APP

- An app designed to help users manage their finances with features for budgeting and expense tracking.

GENDER EQUALITY AWARENESS APP

- An interactive web app promoting gender equality with educational features and awareness campaigns.

REFERENCE

Dr SM Maphobela – *Clinical Manager*
Far East Rand Hospital
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Dr P Lobo – *Acting CEO*
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