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XOLANI BENNET VILAKAZI

OPEN FOR WORK

Johannesburg Metropolitan Area, Roodepoort, 1724, South Africa

+27676758185

benvilakazi84@gmail.com

LANGUAGES

English

Afrikaans

Isizulu

EDUCATION

COMPUTER SCIENCE
FreeCodeCamp / 2022

HIGH SCHOOL DIPLOMA
Hoerskool Bastion / 2014

LINKS

Linkedin:

https://www.linkedin.com/in/ben-vilakazi/

I have acquired my experience within the construction industry in various roles. I also have a keen interest in software engineering. To upskill myself I have acquired a few certificates in Web-design, JavaScript and Data Structures, Front end libraries and Data visualizations. I'm driven by a genuine passion for discovering innovative solutions to everyday problems see challenges as an opportunity to thrive and grow as a person. My future transition into software engineering field reflect my commitment to pursuing a dynamic and ever-evolving career that allows me to utilize my skills and creativity in problem-solving.

WORK EXPERIENCE

Umakho Construction

Oct 2021 - Jun 2022

ASSISTANT ADMIN

- Maintenance and managing large databases, contract drafting.

- General office Administration and creating and maintaining project schedules.

- Assist construction project managers to estimate and adhere to proper budgets, create project schedules, and communicate project updates.

- Oversee construction contract administration and submittal log processes to ensure that the contract document requirements are met throughout the construction experience.

- Enforce quality control process measures that ensure compliance with contracts, building, and code regulations!

- Perform cash management, payroll, and billing tasks - prepare invoices, change orders, work orders,

SKILLS

GraphQL | MongoDB

Node.js | Express

CSS / Sass | Tailwind CSS

Shopify Liquid | Rapid APIs

Bootstrap | Redux/Context | JQuery

JavaScript | HTML | Python | Shell | C
| Rails

Unit Testing / Test-Driven
Development

PERSONAL DETAILS

Date of birth: 1994

Nationality: South African

Visa status: No

Marital status: Unmarried

- purchase orders.
- Processing of client field projects and forwarding this data to field manager for work to be actioned.
- Built and maintained strategic relationships with suppliers and executed ad-hoc for the supervisor.

**HlubiArchiStruc
Construction**

Jan 2019 - Feb 2021

ASSISTANT ADMIN

- Maintenance and managing large databases, contract drafting.
- General office Administration and creating and maintaining project schedules.
- Assist construction project managers to estimate and adhere to proper budgets, create project schedules, and communicate project updates.
- Oversee construction contract administration and submittal log processes to ensure that the contract document requirements are met throughout the construction experience.
- Enforce quality control process measures that ensure compliance with contracts, building, and code regulations!
- Perform cash management, payroll, and billing tasks - prepare invoices, change orders, work orders, purchase orders.
- Processing of client field projects and forwarding this data to field manager for work to be actioned.
- Built and maintained strategic relationships with suppliers and executed ad-hoc for the supervisor.

REFERENCE

References available upon request

COURSES

FreeCodeCamp
Nov 2022
● JAVASCRIPT ALGORITHMS & DATA STRUCTURES

FreeCodeCamp
Dec 2022
● DATA VISUALIZATION

FreeCodeCamp
Dec 2022
● RESPONSIVE WEB DESIGN

FreeCodeCamp
Dec 2022
● FRONT END DEVELOPMENT LIBRARIES