

NOKUBONGA DLADLA

INFORMATION CUMMUNICATION TECHNOLOGY



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0923



bongoen@gmail.com



Stratford House, Musgrave,
Durban

Objective

Detail-oriented and highly motivated ICT and Business Analysis student with strong organizational and analytical skills. Proficient in Microsoft Excel and Google Sheets, with experience handling structured data, maintaining records, and ensuring accuracy. Skilled at working independently in remote environments, managing administrative tasks, and upholding data confidentiality. Passionate about efficiency, accuracy, and contributing to well-structured data management processes.

Experience

ICT & Business Analysis Student | Freelance Projects

Remote | [2022 – Present]

- Worked on various academic and personal projects requiring data organization and analysis.
- Managed structured data using Microsoft Excel and Google Sheets.
- Assisted in student governance and volunteer work, ensuring accurate record-keeping and documentation.
- Developed strong attention to detail through project documentation and report writing.
- Gained experience in handling confidential information with professionalism.

Education

**Diploma in ICT, Business
Analysis**
**Durban University of
Technology (DUT)**
Year of Completion:
2024

- Developed strong problem-solving, data analysis, and critical thinking skills.
- Gained experience in project management, IT systems, and digital transformation.

Grade 12 Matric Certificate
Year Completed: 2021

Achieved Bachelor Pass. Mathematics: 68%.

Language

IsiZulu
English
IsiXhosa
Korean

SKILLS

- Microsoft Excel & Google Sheets
- Data Entry & Management Systems
- File Organization & Digital Record-Keeping
- Remote Work Tools (Google

Reference

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Club President | Planet 09 AI
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