

Tab 1

Siyabonga Mdhluli

Date of Birth: 02 July 2001

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WORK EXPERIENCE

Click Learning, Iphamiseng PS - Computer Lab Facilitator

01 April 2025 - PRESENT

- Managing and maintaining computer lab assets: ensuring optimal functionality of hardware and software through regular updates, resource optimization, and robust safety and security measures.
- Providing first-line technical support: resolving and reporting technical issues within the lab, delivering troubleshooting assistance to users and fostering a seamless user experience.
- Planning and organizing lab environment: strategically organizing the lab's layout to maximize efficiency, ensuring effective resource utilization and creating a conducive learning atmosphere.
- Enforcing Lab Policies and promoting responsible use: implementing and enforcing lab policies, promoting acceptable user behavior and addressing instances of misuse to maintain a safe and respectful learning environment.
- Collaborating with school staff and employer: working closely with colleagues and school staff to integrate interventions into the curriculum, ensuring consistent use of programs throughout school terms.
- Teaching basic computer skills and supporting learning: educating users on fundamental computer skills, promoting responsible technology use, and providing ongoing support to enhance users' digital competencies.

Duduza PS: - Volunteer Administrator

05 September 2023

- Tasked with general admin functions, record keeping, compiling leave forms, data capturing using SA-SAMS, writing minutes, daily starts recording and email correspondence.
- Tasked with assisting the finance officer with record keeping, compiling cash books, cash journal, petty cash record, using excel, filling hard copies of quotations.
- Assist with, compiling agenda and minutes.

EDUCATION: N.N.NDEBELE SENIOR SECONDARY : MATRIC

Certification & Training

Name of Institution: Sedibeng Tvet Collage :- Public Management (*NQF 6*)

Period: January 2022 - June 2022

- Completed the **Public Management N6** subjects, gaining an advanced understanding of governance, public sector financial planning, and the operational principles of public entities.
- I developed the ability to critically apply principles of **Public Administration** to manage and implement government policy and services effectively.
- My studies included applying concepts of **Public Finance** to understand budgeting, financial accountability, and resource allocation within the public sector.
- I learned to analyze the legal and regulatory framework of the public sector by completing **Public Law N6**, providing a foundation for ethical and compliant public service.
- Additionally, I honed skills in **Municipal Administration** to understand and contribute to the management and effective functioning of local government.

Name of Institution: Sedibeng Tvet Collage :- Public Management (*NQF 5*)

Period: July 2022 - December 2022

- Completed the **Public Management N5** subjects, acquiring a strong foundation in core administrative and financial principles within the public sector.
- I gained practical skills in essential office operations and data management by successfully completing **Computer Practice N5**.
- I learned the fundamental theories and structures of **Public Administration N5**, covering key concepts in service delivery and government operation.
- My training included understanding basic public financial systems and budgeting through **Public Finance N5**, focusing on accountability and resource management.
- Additionally, I developed a practical understanding of local government systems and urban management by completing **Municipal Administration N5**.

Name of Institution: Sedibeng Tvet Collage :- Public Management (NQF 5)

Period: January 2023 - June 2023

- Completed the **Public Management N4** subjects, acquiring fundamental administrative, communication, and basic business skills applicable to the public sector.
- I established basic competency in key office applications and digital file management by successfully completing **Computer Practice N4**.
- My training provided an introduction to the structure and functions of government through **Public Administration N4**.
- I developed essential business and strategic thinking by studying **Entrepreneurship and Business Management N4**, learning concepts like planning and resource organisation.
- Additionally, I gained crucial skills in professional writing, oral presentation, and effective workplace interaction by completing **Management Communication N4**.

UNIVERSITY/TERTIARY

Name of Institution:Sedebeng Tvet College - *Public Management N4 - N6*

Period: 2022 - 2023

HIGH SCHOOL -

Name of Institution:Nimbrot Njabulo Ndebele Senior Secondary School - Grade 12

Period: 2014 - 2019

SKILLS

- Ms Office suite & Canva.
- communication skills, team work, Independent.
- Basic IT Troubleshooting.

REFERENCES

Adela Ndlovu	Click Learning	adela@clicklearning.org
Ogodiseng Kopela	Duduza Primary School	kopelaogodiseng@gmail.com