Dumisani Nxumalo

Virtual Assistant Administrator | Software Developer

Tech-savvy and detail-oriented professional with expertise in virtual assistance, travel management, data analytics, and software development. Skilled in streamlining operations, leveraging data-driven insights, and integrating technology solutions to enhance efficiency. With a background in systems integration, I excel at optimizing workflows, automating processes, and delivering seamless digital solutions. Passionate about innovation and problem-solving, I am eager to contribute to your companies commitment to cutting-edge technology and operational excellence.

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📍 Johannesburg, South Africa

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📱 0785180174

📅 03 July, 1998

○ github.com/Duma107

EDUCATION

Software Development
Codespace Academy

06/2024 - 12/2024 — *Cape Town*

Software Development

- Software Development Fundamentals
- Dynamic Javascript
- Javascript

Virtual Assistant
ALX Africa

07/2024 - 09/2024 — *Johannesburg*

Courses

- Building and maintaining client relationships
- Training on tools like Asana and Google Workspace
- Networking and self-marketing techniques

Systems Development
Dynamic DNA

03/2025 - Present — *Johannesburg*

Courses

- MS-900T01A
- Networking
- Microsoft Azure

WORK EXPERIENCE

Volunteer Web-Developer
Community Tech Support

05/2024 - Present — *South Africa*

Achievements/Tasks

- Designed and maintained a community website to provide resources and information to local residents.
- Developed and implemented user-friendly features, including event calendars and online forms, to enhance community engagement.
- Collaborated with a team of volunteers to troubleshoot and resolve technical issues, ensuring the site remained functional and up to date.

Contact : David Zwane / Project coordinator - O693950314

SKILLS

Customer Service · Web Desinger · Project Management · Data Entry · Typescript · Systems Development · Javascript · Writing Correspondence · Data Analytics · Front-End Development · Surveillance · Risk Management · Object Oriented Programing · Social media management · Electronic record Management System · Internet Research · Scheduling · Transcribing · Travel Management · Google Workspace

PERSONAL PROJECTS

Monster Ternary Operator Challenge (09/2024 - 09/2024)

- This project is a coding exercise focused on using ternary operators to make concise decisions based on various scenarios involving Monster Energy drinks. The challenges demonstrate the utility of ternary operators in simplifying conditional logic while maintaining code readability

Singleton Pattern for Bank Branch Management (09/2024 - 09/2024)

- This Project uses the Singleton pattern to manage the bank's branch information, ensuring a single instance with a global access point. Design patterns like Singleton, Factory, and Observer enhance code structure and maintainability, making projects more efficient and organized.

CodeCuisine Interactive Menu System (09/2024 - 10/2024)

- This project showcases a dynamic web application for a fictional UberEats restaurant called "CodeCuisine," where users can browse different food categories, select items, and create an order seamlessly.

LANGUAGES

Zulu
Full Professional Proficiency

English
Full Professional Proficiency