

# NTANDOYENKOSI KAGISO GUMEDE

INFORMATICS



Age 22

## CONTACT

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🌐 My Portfolio:  
<https://Kagisogumede.github.io/>

## INTERPERSONAL SKILLS

- Active listening
- Team working
- Problem-solving
- Communication
- Adaptability & Willingness to Learn

## LANGUAGES

- English
- Isizulu
- Tswana

## INTEREST

- Data Sciences
- Economics
- Artificial Intelligence
- PMP (Project Management Professional), Project Management Institute (PMI)
- PRINCE 2
- Machine Learning

## SUMMARY

I possess a strong foundation in project management, business and system analysis, with skills in software testing, programming (Java), and web development (HTML, CSS, JavaScript). I'm experienced in tools like MS Visio, Visio Paradigm, UML Designer, and Figma for UI design. I also have knowledge in technical and user support, including troubleshooting hardware/software issues and basic network setup. Additionally, I have data analytics skills, including data collection, analysis, visualization, and reporting using tools such as Excel, Power BI, and SQL Server. With strong communication, leadership, and problem-solving skills, I'm eager to apply my knowledge in real-world projects and continue learning in the IT field

## EXPERIENCE

### Volunteer Experience - RainCloud Company (3 months)

#### Business Analyst, System Analyst, Project Manager, Software Tester Volunteer

- Developed business processes and process flows using Microsoft Visio
- Conducted system analysis and created UML diagrams (use case, activity, sequence)
- Designed user interface wireframes and mockups using Figma
- Managed project tasks and coordinated team activities in an Agile environment
- Gained practical experience across the full Software Development Life Cycle (SDLC)

#### UI /UX Designer

### Code Catalyst Tech Company (1 month)

- Designed user-friendly web and mobile interfaces using Figma.
- Created wireframes, interactive prototypes, and high-fidelity mockups aligned with user needs and business goals.
- Collaborated with developers and product teams to ensure seamless

## TECHNICAL SKILLS

### Data Analytics

- Data collection, cleaning, and validation
- Data interpretation and trend analysis
- Data visualization for business decision-making

- **Tools:** Microsoft Excel, SQL Server (basic data querying and database understanding),

### UI /UX Designer (User Interface Designer)

- **Design Tools:** Proficiency in tools like Figma, Adobe XD, Sketch

# REFERENCES

## Lecture

- Email: MalebanaDD@tut.ac.za
- cell No: 0719213362

## RainCloud manager

- Email:tsakani@raincloudgroup.com
- cell No: 0820531911

# EDUCATION

## Tertiary: Tshwane university of Technology

- **Qualification:** Dip Informatics

## Major Field

- Programming principles
- Business Analyst
- System Analyst
- Process Testing
- IT Project Management
- Computing Fundamentals
- Business Cost Management

## High School: Nodineka High School

- Highest grade passed: Grade 12
- **Stream:** Science and Mathematics

## Projects

- 1 : integrated HR Management Solution
- 2 : E-commerce website
- 3 : Accident Alert System (AAS)

## Microsoft Office Suite

- **Microsoft Word** – Document formatting, templates, and automation (mail merge)
- **Microsoft Excel** – Advanced formulas, PivotTables, charts, and data analysis
- **Microsoft PowerPoint** – Professional presentations, custom slide design, animations
- **Microsoft Outlook** – Email management, calendars, scheduling

## Programing Languages

- **Technical Skills:** Writing and debugging code, logic development
- **Languages (Basics)** : Java, HTML, CSS, JavaScript
- **Problem-Solving Skills:** Algorithm development, debugging

## Database Management Systems (DBMS)

- **Technical Skills:** Data modeling, writing SQL queries, database design
- **Tools:** MySQL, SQL Server
- **Data Analysis Skills:** Managing, organizing, and retrieving structured data

## System Analyst

- **Analytical Skills:** Understanding and evaluating business processes and IT systems
- **Problem-Solving:** Identifying system problems and proposing improvements
- **Documentation:** Creating system specifications and reports

## Business Analyst

- **Business & Analytical Skills:** Requirements gathering, business process modeling
- **Modeling:** Creating process flows, use cases, and business models (e.g., UML, BPMN)
- **Stakeholder Management:** Working closely with clients and end users
- **Tools:** Experience with tools like Microsoft Visio, JIRA, Trello, visio paradigm

## Project Manager

- Agile & Scrum Methodologies
- Communication, Team Leadership, and Project Planning & Scheduling
- I have experience preparing **project documentation** such as task plans, meeting notes, and progress reports from academic and volunteer projects.
- I am proficient in using digital tools like **Asana**, **Monday.com**, **Trello**, and **Jira** for task management and team collaboration.
- I am comfortable following structured procedures while also applying flexible problem-solving when needed.

## Technical Support

- Computer hardware and software troubleshooting
- Basic networking (Wi-Fi setup, LAN connectivity, printer support)
- Application installation and configuration
- System testing and deployment

## Helpdesk & User Support

- Technical assistance and user support
- Logging and resolving IT issues
- Root cause analysis of common IT problems
- Basic system security and access management