

KATLEGO NNADI

OBJECTIVE

Highly analytical and process-oriented Business Analyst with 6 months of experience in the industry, seeking to leverage my technical and professional expertise to improve your company's business operations.

PERSONAL DETAILS

- ID NUMBER:
0002290327085
- South African
- Age: 23
- Single
- Driver's learners: Code 10 (C1)
- Languages: English, Setswana



ADDRESS

31 King Edward
Lombardy East, 2090
South Africa



PHONE

0681247303



EMAIL

Katlegonnadi@gmail.
com

SKILLS

- Business Process Mapping and Improvement
- Data Analysis and Interpretation
- Project Management
- User Acceptance Testing (UAT)
- Excellent Written and Verbal Communication
- Proficiency in Microsoft Office Suite, SQL, and PowerBI
- Strong Problem-Solving Skills
- Proficient in Agile and Scrum methodologies
- Ability to manage tasks and timelines effectively

Technical Skills

- Requirements Management: Tracking and gathering project requirements for clients.
- Business Process Modeling: Experience using tools like Visio and Lucidchart for visualizing and optimizing business processes.
- Data Analysis: Strong abilities in Excel for data manipulation and analysis; experience in using more advanced tools like IntelliJ, and NetBeans for statistical analysis.
- Data Visualization: Proficient in creating clear, insightful data visualizations using PowerBI.
- Database Querying: Familiar with SQL for extracting and manipulating data from databases.
- Project Management: Experience with project management tools and methodologies like MS Project, Agile, and Scrum.
- User Acceptance Testing (UAT): Experience in testing methodologies to ensure software solutions meet business requirements.

EXPERIENCE

Business Analyst Intern | Vaal University of Technology | 01 May – 30 November 2023

- Assisted in identifying and defining business needs and opportunities for improvement.

- Created and maintained documentation including system requirements, business processes, and data maps.
- Collaborated with project managers to ensure projects were delivered on time and within budget.
- Assisted in user acceptance testing of new systems and processes.
- Assisted in creating detailed business analysis documents including use cases and functional specifications.

EDUCATION

Advance Diploma in Information Technology | Vaal University of Technology | 2022 - 2023]

- Completed (cum-laude)
- Coursework included: Computer Security, Advanced Database, User Experience Design (UXD)

Diploma in Information Technology | Vaal University of Technology | 2018 - 2022]

- Completed (cum-laude) and majored in Business Analysis
- Coursework included: Information Technology & Business Analysis

Matric | Sandringham High School | 2013 - 2017

CERTIFICATION

- Nemisa Microsoft Certification
- Foundations of Project Management
- Crash Course on Python

REFERENCES

MRS MAPINE

Business Analyst at Vaal University of Technology

Contact details: 0714838668

Email: mapinet@vut.ac.za

MR. X PIYOSE

Vaal University of Technology lecturer

Contact details: 0169509285

Email: axep@vut.ac.za

