

Khaya Dingindlela

RESEARCHER / DATA CAPTURER

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Kimberley, Northern Cape, 8301

OBJECTIVE

Detail-oriented and process-driven professional with experience in data entry, research, and information management. Skilled in capturing, verifying, and maintaining high-quality data with accuracy and efficiency. Adept at working independently in deadline-driven environments while ensuring consistency and integrity in data handling. Seeking to leverage research and data capturing expertise in a remote role that values precision and accountability.

EXPERIENCE

November 2024 – December 2024

Temporary Examination Assistant (Data Capturer), *Northern Cape Department of Education*

- Captured and verified examination-related data with 100% accuracy, ensuring compliance with official record-keeping procedures.
- Conducted thorough cross-checking of data to identify and correct inconsistencies, maintaining database integrity.
- Worked under strict deadlines to process high-volume data efficiently and systematically.

December 2024 – January 2025

Administrator, *eMatolweni Guesthouse*

- Conducted structured data entry by maintaining guest records, ensuring consistency and accuracy in all captured information.
- Managed and verified reservation details to ensure accurate bookings and customer satisfaction.
- Maintained precise records of guest interactions, ensuring accuracy and confidentiality in handling sensitive customer information.

September 2024 – March 2025

Nutritional Consultant/Customer Service & Sales Promoter, *Ultimate Sports Nutrition (Pty) Ltd (Dis-Chem, Northern Cape Mall)*

- Provided expert guidance on nutritional supplements and their benefits to customers.
- Managed customer inquiries, ensuring accurate information dissemination and excellent service.
- Promoted and sold health and wellness products, exceeding sales targets and enhancing customer satisfaction.

July 2024 – November 2024

Computer Networking I & II Tutor, Sol Plaatje University

- Delivered technical support for networking fundamentals, resolving issues in router configuration and network diagnostics
- Collaborated with faculty to document best practices for lab exercises
- Improved student exam performance by 10% using structured problem-solving frameworks
- Developed technical documentation and troubleshooting guides for students

February 2024 – June 2024

ICT Fundamentals Tutor, Sol Plaatje University

- Assisted students with understanding research methodologies and technical documentation.
- Developed supplementary materials, such as FAQs and structured guides, to ensure clarity and accuracy in information dissemination.
- Provided structured technical support, troubleshooting issues with data management and software applications.

June 2018 – February 2023

Production Assistant (Part-Time) Seasons Find T/A Basic Marketing

- Ensured consistent availability of essential stock items as measured by a 98% stock fulfillment rate and zero reported stockouts by implementing proactive stock management and inventory levels.
- Prepared stock items for timely and accurate distribution as demonstrated by consistently meeting daily packaging quotas and achieving a 99% accuracy rate in order fulfillment by efficiently packaging stock items, verifying order details, and labeling packages correctly for delivery.

EDUCATION

February 2022 – Present

Diploma in ICT: Application Development, Sol Plaatje University

January 2017 – December 2021

Matric Certificate, Tuscany Glen High

SKILLS

- Data Entry & Management
- Web-Based Research
- Accuracy & Attention to Detail
- Information Verification & Documentation
- Process Adherence & SOP Compliance
- Strong Written & Verbal Communication
- Time Management & Independent Work

TECHNICAL SKILLS

- **Software & Applications:** Microsoft Office 365, Google Workspace
- **Data Entry Tools:** Google Sheets, Excel, Database Systems
- **Networking:** TCP/IP, DNS, DHCP, LAN/WAN troubleshooting
- **Programming & Databases:** Python, Java, MySQL, HTML, CSS, PHP

LEADERSHIP

Feb 2024 – November 2024

Peer Mentor, Sol Plaatje University

- Provided academic and personal guidance to fellow students
- Fostered a supportive learning environment
- Developed leadership and mentoring skills

June 2022

Hackathon Facilitator, Sol Plaatje University

- Led and organized a technology-focused hackathon for local high schools
- Introduced students to technology and coding in a competitive format
- Demonstrated ability to lead technical events and engage diverse participants

LANGUAGES

- English (Fluent)
- Xhosa (Fluent)
- Afrikaans (Basic)

REFERENCES

Dr. Tite Tuyikeze

Senior Programming Lecturer, Sol
Plaatje University
Mobile: 053 491 0202
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Ms. Violet Mohale

Receptionist, Seasons Find T/A
Basic Marketing
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Dr. Lucky Makhoere

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