

LUBABALO SIHAWU

PROFILE

Dedicated and detail-oriented professional with a National Diploma in Information Technology Management. Experienced in customer service and cash handling, with strong skills in data entry and documentation. Eager to leverage my organizational abilities and customer-focused approach in a challenging role.

CONTACT

ADDRESS:

14 Blue crane drive
Riverside view: Diepsloot
Johannesburg,
2191

PHONE NUMBER:

0730513689

LINKEDIN:

www.linkedin.com/in/lubabalo-sihawu-64604b2a2/

EMAIL:

Lubabalosihawu@hotmail.com

LANGUAGES

English
IsiXhosa
IsiZulu

OTHER

DRIVERS LICENSE:

Code 10 (C1),
Professional Driving Permit (PDP)

WORK EXPERIENCE

Admin Manager

Lusikisiki Convenience Center

2019–2022

Managed daily operations and provided first-line support for technology, ensuring minimal downtime. Captured and processed supplier invoices, enhancing financial accuracy. Organized and maintained filing systems for client records. Implemented security measures to ensure a safe environment for staff and customers. Assisted cashiers during busy periods, providing excellent customer service and efficiently handling transactions.

Internet Café attendant

Digital Solutions

2023–2024

Assisted customers with computer usage, applications, and Internet access, troubleshooting errors and providing user support. Recorded and compiled data on client interactions, contributing to improved service delivery.

EDUCATION

Rosebank College | 2016 - 2018

Information Technology Management (NQF 6)

Butterworth High School | 2012 - 2014

Matric Certificate

KEY SKILLS AND CHARACTERISTICS

- Data Capturing and Management
- Documentation and Record Keeping
- Attention to detail
- Strong Communication Skills
- Customer Service Orientation
- Technical Support

REFERENCES

Vusi Ncisana | Lusikisiki Convenience *Manager*

083 371 0312

Nokuthula Cetywayo | Lusikisiki convenience center *Supervisor*

0633824470

Aphiwe Yekani | Digital Solutions *Desktop support*

0837169490