

LUBABALO SIHAWU

PROFILE

Motivated IT professional with a National Diploma in Information Technology Management and hands-on experience in office administration and technical support. Proficient in providing first-line ICT support, including desktop and printer troubleshooting, Data Entry, and user assistance. Eager to leverage technical skills and a strong commitment to the team.

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)
- Experienced in driving various vehicles

WORK EXPERIENCE

Admin Manager

Lusikisiki Convenience Center

Dec 2019– Nov 2022

Provided first-line support for desktop computers and printers, ensuring minimal downtime and efficient operations. Managed data entry and processing of supplier invoices, enhancing operational efficiency and accuracy. Also implemented effective security measures during business openings and closings, ensuring a secure environment for staff and customers.

Internet Café attendant

Digital Solutions

Mar 2023– Mar 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

- Technical Support
- Office Management
- Collaboration
- Poised under pressure
- Staff Training & Coaching
- Data Entry
- Web Development
- Self-Motivated

REFERENCES

Vusi Ncisana | Lusikisiki Convenience *Manager*

083 371 0312

Nokuthula Cetywayo | Lusikisiki convenience center *Supervisor*

0633824470

Aphiwe Yekani | Digital Solutions *Desktop support*

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