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| **CURRICULUM VITAE**  **OF**  **LUDGAR PHILISIWE NGUBO** | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | |
| Surname | | | | | Ngubo | | | | |
| Names | | | | | Ludgar Philisiwe | | | | |
| Date of Birth | | | | | 29 October 1991 | | | | |
| Identity Number | | | | | 911029 0443 082 | | | | |
| Gender | | | | | Female | | | | |
| Home Language | | | | | IsiZulu | | | | |
| Other Language | | | | | English | | | | |
| Nationality | | | | | South African | | | | |
| Marital Status | | | | | Single | | | | |
| Driver’s license | | | | | Code 10 | | | | |
| Health Status | | | | | Disabled(Deformetting of the Knees) | | | | |
| Criminal Record | | | | | None | | | | |
| Notice Period | | | | | One week | | | | |
| Current Package | | | | | On request | | | | |
| **CONTACT DETAILS** | | | | | | | | | |
| Residential Address | | | | | 9001 Margaret Zuma | | | | |
|  | | | | | Zone 7 | | | | |
|  | | | | | TEMBISA | | | | |
|  | | | | | 1632 | | | | |
|  | | | | |  | | | | |
| Postal Address | | | | | P 271 Ngongoni Rd | | | | |
|  | | | | | UMlazi | | | | |
|  | | | | | 4031 | | | | |
|  | | | | |  | | | | |
| Contact Number | | | | | 060 978 9005/ 061 942 0880 | | | | |
| E-mail Address | | | | | nguboludgar@gmail.com/ludgar.ngubo@transnet.net | | | | |
|  | | | | |  | | | | |
| **QUALIFICATION AND PROFESSIONAL DEVELOPMENT** | | | | | | | | | |
| **Date** | **Institution** | | | | **Qualification** | | | **Modules** | |
| 2010 | Clairwood Secondary School | | | | Matric | | | English Home Language  IsiZulu First Additional Language  Life Orientation  Life Sciences  Geography  Consumer Studies  Mathematics | |
| 2011 | Lindelani Nursing School | | | | HIV\AIDS Counselling | | | HIV\AIDS Counselling | |
| 2013 | UNISA | | | | ABET | | | Developing academic skills  Contextual studies  Planning & ADM abet classes  Introduction to assessment in abet  Teaching literacy to adults  Teaching numeracy to adults  Teach adult basic education  Building a portfolio of abet | |
| 2014 | DVG Media Training | | | | IT (System Development)-NQF 5 | | | Introduction to PC  Microsoft office packages  Business Concept  Internet  HTML/CSS  SQL Server 2008(Developing & Programming Databases)  ASP.Net  ICT Skills (Business Communication) | |
| 2015 | Progression | | | | Management & Administration NQF 4 | | | Business Methods  Office Administration  Accounting Fundamentals  The Fundamentals of Governance  Risk Management  Business Communication 1  Business Math  Business Communication 2 | |
| 2016 | Imsimbi | | | | Business Administration Services –NQF 4 | | | Work and Career Orientation  Business Communication  Business Writing  Maths Literacy  Administration  Finance for Office Administrators  Customer Care | |
| 2016 | Effective Interactions | | | | Project Management-NQF4 | | | Project Management | |
| 2021 | Boston City College | | | | Diploma (currently studying) | | | IT: System Development | |
| **TRAINING COURSES ATTENDED** | | | | | | | | | |
| * Customer Care * Self-Leadership Programme Level 1 * MS Excel Level 1 and 2 * Business Etiquette * MS Word 2010 (Intermediate and Advanced) * MS Excel 2010 (Intermediate and Advanced) * MS PowerPoint 2010 (Advanced) * Microsoft Project 2016 * Labour Law * Senior Secretary * Dashboards Business Reporting using Excel | | | | | | | | | |
| **EMPLOYMENT HISTORY** | | | | | | | | | |
| **Date** | | **Employer** | | | | | **Position** | | |
| 2013 - 2014 | | DVG Media Training | | | | | IT (System Development) | | |
| Responsibilities:   * Creating Websites * Creating Databases * Working with Microsoft office | | | | | | | | | |
| 2014( 3 Months) | | Value Logistics | | | | | Administration | | |
| Responsibilities:   * Verifying * Data Capturing * Scanning * Splitting | | | | | | | | | |
| 2014(March)-2015(March) | | | SAAB Grintek Defence | | | | IT Administrator (IT Service Desk) | | |
| Responsibilities:   * CA Service Desk (Logging calls, assigning calls, * Updating call status, etc.) * Follow up logged call to ensure issue has been resolved. * Troubleshooting software problems * Updates * Repair computer machines * Provides one-on-one end-user problem resolution over the phone, Remote desktop connection and MS Lync * Diagnoses and resolves end-user network or local printer problems, PC hardware problem * Configuring new computers * Installation of programs * Device installation * Updating Anti-Virus * Backup * Drivers’ installation * Operating Systems * Active Directory * First line and second line support. * Troubleshoot 1st Line Network problems. * Re-assign I.T Service desk calls via the system to the correct resource. * Educating users on how to fix minor problems themselves. * Assisting users. * Maintaining filling system for ICT department. * Track and route incidents and requests and document resolutions. | | | | | | | | | |
| 2015(April)-Current | | | Transnet SOC Ltd | | | Senior Administrator | | | |
| Responsibilities:   * Established and maintained Filling systems for the team, electronically and hard copies * Processing of union membership related data for the departmental records * Management of departmental invoicing and payments on SAP, in line with the Procurement rules * Management of all Purchase Requisition & Goods Receipts for the department on SAP * Management of logistics in support of stakeholder meeting, including: Booking of boardrooms, procuring IT and data meeting requirements, refreshments * Managed travel bookings for the team and labour representatives * Messenger services, including maintaining records and following up on documents to and from the department * Budget and cash flow for the department. * Ordering stationery and refreshments for the department. * Assisting the ER team and Labour with IT Issues * Providing assistance to the Litigation team in the preparation of case files for legal matters (indexing ) * Administrative support for ER projects * Providing assistance on the applications and use of MS Word, Excel, PowerPoint, SharePoint and Project. * Formatting and typing of letters * Formatting and typing of draft memorandums * Providing administrative support for the mapping of business processes on VISIO. * Video Conference setup and troubleshooting. * Administrative support to Labour. * Managing daily dairies for 5 managers. * Assist with Video Conferences connectivity     **One year secondment: 01 September 2019 – 31 September 2021**  **Department: CBIA- Corporate Business Intelligence and Analytics**   * SQL Server Management Studio 2008 * SAP Data Services * PowerBI | | | | | | | | | |
| **REFERENCE** | | | | | | | | | |
| **Contact Person** | | | | **Designation** | | | | | **Contact Number** |
| Miss Thabile | | | | Owner of Khanya's Internet Cafe | | | | | 076 073 4494 |
| Mr Jabulani | | | | Lecture at DVG Media Training | | | | | 060 525 5400 |
| Miss Kgomotso | | | | Administrator at Value | | | | | 073 730 0204 |
| Mr. K Manala | | | | Network Administrator and Mentor at Saab | | | | | 083 549 5555 |
| Mrs. V Dube | | | | Senior Manager and Mentor at Transnet | | | | | 063 404 2617 |
| Mr M Matau | | | | Executive Manager at Transnet | | | | | 083 283 6502 |