

# Tozana Violet Mshungwana

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## Objective

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To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Education

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- **Ponelopele Oracle Secondary school** 2017  
Commercial science  
12
- **Vaal University of Technology** 2021  
Ndip Cost and management accounting  
Third year
- **SheCodes** Still in progress  
Frontend development  
8 months

## Skills

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- MS Office (Word, Excel, Outlook, Power Point, Project, Access, Visio)
- Good communication and leadership skills
- Creativity and innovation skills
- Web Performance
- React, Next.js, TypeScript
- Web Hosting
- Application Programming Interfaces (API)
- Github
- Bootstrap
- Responsive website
- Live server
- Analysis

## Projects

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- **Weather app**  
This application fetches real-time weather data using an API and displays it with user-friendly features, including current weather conditions, forecasts, and location-based results. Users can input a city and get updated details on temperature, humidity, wind speed, and weather descriptions. Developed with HTML, CSS for responsive design, and JavaScript for dynamic functionality and API integration.
- **World Clock**  
The world clock provides an accurate and interactive way to display the current time in different time zones across the globe. It's built using HTML for structure, CSS for styling, and JavaScript to manage time zone data and update the clock in real time.
- **AI generator**  
This feature uses AI to generate creative content such as text, images, or simple data based on user input. It demonstrates my ability to integrate AI-based solutions with JavaScript to enhance user interaction and dynamically generate content.

- **Language translator**

A powerful language translator that uses API integrations to translate text across multiple languages. Users can input text and select source and target languages to get real-time translations. This project showcases my expertise in using JavaScript to integrate external libraries and APIs, alongside HTML for input and output formatting and CSS for layout design.

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- **Light to Dark Theme Web Page**

A web page designed with a light and dark theme toggle feature. The design allows users to switch between themes for a more personalized user experience. Built using HTML for structure, CSS for styling and animations, and JavaScript to toggle the theme and save the user's preference using local storage.

## Experience

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- **Hunadi TJL Investments**

2018 - 2020

Assistant manager

Responsible for company management and data capturing  
compiling invoices,  
checking quotations and composing quotations,  
checking emails,  
site checking and  
catering

- **Africa landmark entertainment**

2022 - 2023

Office administrator

Task Performed:

Providing advice, information and assistance to callers/ clients.

Resolving customer queries and complaints.

Answering calls and directing them to the relevant  
department/person.

Attending to customer requests and orders.

Research required information for callers using available  
resources.

Involved in processing orders, forms and applications.

Accurately recording details of calls and issues on logging  
software.

Identifying and escalating priority issues or customer  
complaints.

Arranging appointments with clients.

- **Netflorist**

2025 - 2025

Customer concern trainee

Task performed:

Assisting customers with order queries.

Customer concerns liaison persona.

Calling customers and assisting with relevant information required / queries to complete their orders.

Sending out emails to clients / engaging with clients for positive customer relations.

Updating/Recording the customer care spreadsheet for the business to access data.

Working with and Sage and Max Bill of Materials system for stock related concerns.

Informing clients of out of stock items and recommending substitutions.