

# MANDISELI MFEYA

## Contact

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## Personal Details

Date of Birth : 10/05/1989

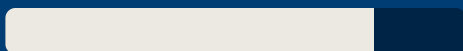
Marital Status : Single

Nationality : South African

Languages : English, Xhosa and Zulu

## Skills

Team building. Problem solving. 80%  
Decision making. Java VB.Net HTML  
My sql Project management Database  
management



## PERSONAL PROFILE

I am an Information Technology graduand from Walter Sisulu University, currently unemployed. A highly self-motivated, dynamic, innovative individual. I am energetic, personable and adapt at handling sensitive and high pressure environments. I am diligent, optimistic and pride myself in the methodological, commercial approach to problem solving that I have learned during the course of my studies. Interested in a Job that will allow me to learn/ and or hone any soft, hard and/or transferable skills.

## OBJECTIVE

To secure a challenging entry level career opportunity in Information Technology in a reputable company to grow and expand my knowledge and skills while contributing significantly to the success of and betterment of the organization/company as well as society. To execute my duties and key areas of responsibility with the utmost respect, dignity and diligence, therefore ensuring both person centered approach and company vision and mission based action always. To use my acquired knowledge, Skills and work ethic in alignment with the goals of the employing company for the growth of both parties.

## EDUCATION

<b>IT Academy</b>	2023
A+, N+ and CCNA (Currently)	
<b>Walter Sisulu University</b>	2011
National Diploma: Information Technology	
<b>Umtata College of Maths, Science and Commerce</b>	2007
Matric	
Grade 12	

## EXPERIENCE

<b>Department of Education Eastern Cape</b>	April
Administrative Clerk	2017 -
Managing subsidies/funds transferred to the school by the department.	March
Prepare school budget.	2022
Recording keeping of school, staff, learner issues.	
Handling of correspondence.	
Procurement and provisioning.	
Manage filing.	
Capturing data and keeping database.	
Reconcile, balance and prepare monthly /quarterly financial statements.	
Capture all information on system.	

**Digicall Transport Solutions T/A Roadtrip**

Call Centre Agent

Inbound calls from clients.

Outbound calls to clients.

Monitor bookings.

Provide products and services to clients.

Document all call information according to standard operating procedures.

Address and resolve clients complaints.

Any other duties assigned by supervisor.

January

2016 -

February

2017

**First Choice Varsity College**

Technical Support

I shadowed and assisted in computer repairs.

Help desk support.

Hardware and software installation.

Database Management.

Responsible with the Campus computer lab.

Administer asset by updating the hardware and software asset register that is assets disposal.

Administers licensing in the software license banking.

Trains and orients on use of hardware and software.

Assist with the setup and support for venues on campus or for training use.

Installs laptop and desktop computers for use on campus with the relevant authorized software and completes the relevant documentation.

February

2013 -

November

2015

**Edgars**

Shop Assistant

Basic Administration

Provide excellent customer service at all times.

Answering queries from customers.

Attaching price tags to merchandise on the shop floor.

Doing stock takes.

Ordering stock.

Giving advice and guidance on product selection to customers.

Working within established guidelines, particularly with brands.

Adding and receiving stock to the system point of sale

March

2011 -

December

2012

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**REFERENCE****Mr O Yamba - "First Choice Varsity College "**

Campus Manager

evanoyamba@gmail.com

0768503740

**Mr S Matwa - "Digicall Transport Solutions T/A Roadtrip"**

Supervisor

smatwa@trinityhouse.co.za

0797147786

**Mr S Mbalo - "Ngolo SPS"**

Principal

sikonambalo@gmail.com

0788752687

**Ms N Hanise - "Ngolo SPS"**

Administrative Clerk

nobulalihanise@gmail.com

0839230889

**Mr S Mnukwana - "Edgars"**

Supervisor

mnukwana@gmail.com

0797565196