

MNCEDISI MAKHAZA

DURBAN, KWAZULU-NATAL

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PERSONAL STATEMENT:

"A recent graduate with a Diploma in Information and Communication Technology in Business Analysis from the Durban University of Technology. I am looking to utilize my excellent eye for detail and analytic skills as a Junior Business Analyst, Software/Web Developer, or any other relevant position within your organization.

During my diploma, I have developed excellent critical thinking and problem-solving skills, due to the heavy demands of assignments and projects. As a result, I can work under pressure. I have also improved in time management skills, due to strict assignment deadlines.

I believe that my meticulous written and verbal skills, alongside my analytic and problem-solving skills, and working with teams have prepared me for a role within this exciting and challenging industry."

EDUCATION:

ADVANCED DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY

Durban University of Technology

DATE: FEBRUARY 2020 – DECEMBER 2020 (Awaiting Results)

NQF Level: 7

Core modules: Machine Learning – Business Intelligence - Applied Mathematics for Computing – Software Development – Research Skills – Data Structures.

DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY IN BUSINESS ANALYSIS

Durban University of Technology

DATE: FEBRUARY 2019 – NOVEMBER 2019 (Completed)

NQF Level: 6

Coursework:

- Business Analysis Project: Gathering Requirements (Project Charter, Business Requirements Document), and requirements elicitation.
- Application Development: Learned ASP.NET Core, coding using C# language to create a web application in a project. (MVC, .Net Framework).
- SAP ERP System (Procurement, Material Planning, Sales Order Management).

Final year project:

- Business Analysis Project: During our Project Report, I acquired skills in requirements analysis and design definition, I can specify and model requirements and also verify and validate requirements. Creating a checklist for monitoring quality and control of requirements and designs. Also, I have knowledge of techniques that a Business Analyst can use to perform its tasks i.e., Business Rules Analysis, Data Flow Diagrams, Data Modelling, and User Stories.

Other modules: Business Information Systems - Information Management – IT Project Management - Business Analysis – Application Development.

OTHER ACHIEVEMENTS

- **Microsoft Certified: Power Platform Fundamentals (December 2020)**
- **Huawei – HCIA AI Certification (November 2020)**
- **Leadership and Workplace Readiness Training (October 2020)**
- **Coursera for: Programming for Everybody (Getting Started with Python) (June 2020)**
- **Microsoft® Digital Literacy Certificate (September 2019)**

TECHNICAL SKILLS

Proficient in:

- **Excel:** pivot tables, macros.
- **MS Office:** Word, PowerPoint.
- **MS Visio**
- **C# ASP.NET Core**
- **Google Docs**

- **React Js** (self-taught): build a website at #BuildForDSG Africa challenge.
- **Python**(self-taught): Learning via Udacity & HackerRank.
- **HTML & CSS** (self-taught): build personal portfolio.
- **JavaScript** (self-taught): via freecodecamp.org

Intermediate level:

WORK EXPERIENCE

DATE: FEBRUARY 2019 – NOVEMBER 2019

COMPANY: KHETHEKILE MINING - Newcastle, KwaZulu Natal (SA)

DESIGNATION: Electric Drill Operator

Working with a diverse team of 25 people in a section, from different backgrounds and diverse levels of education has taught me a lot about teamwork. Responsible for drilling machine inspection every morning, using a checklist.

- Appointed as a section Safety Representative: inspect the whole working area if it is safe to work or not, accompanying the section Miner and section Team leader.

(OTHER) SKILLS

- Attended Umuzi Bootcamp.
- Participated in the #BuildForDSG Africa Challenge.
- Toolkit: Trello, Monday.com, Grammarly, Canvas.
- Driver's License – Code C1 (10)

EXTRA-CURRICULAR ACTIVITIES / POSITIONS OF RESPONSIBILITY

- Leadership Experience: several years as Captain of Football (Soccer) Team, during which time we won 5 cups.

INTERESTS

- Jogging: I like to keep myself fit.
- Interest in reading books, especially non-fiction.

References available upon request.

Availability: Immediately.