






# NANDIPHA MANCI

## JUNIOR SYSTEM SOFTWARE DEVELOPER

Motivated Junior Software Developer; eager to contribute to learn success through hard work, attention to detail and excellent organizational skills. Clear understanding of Software, Hardware, Websites design with excellent project administration skills and experience and customer service experience. Enthused to learn, grow and excel in any given IT/Administrative industry role. Objectives are to seek an Internship to full-time role and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

### PERSONAL DETAILS:

 0682711369	Gender: Female
 <a href="mailto:nandimanci30@gmail.com">nandimanci30@gmail.com</a>	Race: African
 118 Woltemadeg, Paul Kruger Street Pretoria 0001 Gauteng	Date of Birth: 1 Dec 1995 Nationality: South African Driver's license: None
 <a href="https://www.Linkedin.com/in/nandipha-manci">https://www.Linkedin.com/in/nandipha-manci</a>	
 <a href="https://github.com/Nandipa">https://github.com/Nandipa</a>	

### EDUCATION:

**Institution:** Tshwane University of Technology (TUT)

**Time frame from:** Jan 2017 – Dec 2019

**Qualification:** National Diploma Information and Communication Technology (System Software Development)

#### Certificates and Awards:

- Gold award certificate of excellence in programming by (TUT and Nkgwete IT Solutions)
- Computer Literacy Certificate by (Zacheus Malaza MST'A)

**Other Online Certificates (SimpliLearn/National School of Government), From July 2022 – March 2023:**

- Java Certification Course
- CCNA 200-301 Network Fundamentals
- Business Analytics with Excel
- Introduction to Financial Management and Budgeting
- Introduction to Project Management (Training done)
- Ethics in the public service
- MongoDB Developer and Administrator Certificate

### WORK EXPERIENCE:

**(NRF-SAASTA) – National Research Foundation - South African Agency for Science and Technology Advancement.**

**Role:** Project Administration Volunteer

From May 2022 – May 2023. Contract Ended

Listed below are the duties and responsibilities:

- Manage agendas/travel arrangements and deliveries/appointments.
- Manage phone calls, e-mails and correspondence. Organize meetings and write minutes.
- Assist in supporting budgeting and bookkeeping procedures, quotes and invoices and process/reconcile financial reporting.
- Assist Website Developers with WordPress skills to upload or update the website.
- Create Hyperlinks with G-Drive/ in Microsoft Word and assist Web designers to convert hyperlinks of the portfolio of evidence into YouTube and as well as creating webinars.
- Visiting worksites, exhibits and interact with learners, students and public figures during National Science Week and other hosting institutions to showcase the Internet of Things and Science as a whole.
- Mail merge documents, analyze and capture data of annual and/or timely reports and submit to the administrator for presentation.

### **Clicks Pharmacy (Highveld Mall)**

Role: Cashier and Shop Assistant.

From Dec 2019-Mar 2020 and May 2020-Feb 2021: Contract terminated

The following are the duties and responsibilities:

- Scan goods and ensure pricing is accurate and collect payments whether in cash or credit and reconcile cash drawers.
- Issue receipts, refunds, change, tickets or vouchers and wrap gift packages.
- Advertise new products to customers and recommend best products, specialize in makeup and cosmetics.
- Maintain a tidy and clean checkout.

### **SKILLS:**

- Microsoft office (Excel, Access, Word, Outlook, PowerPoint, Internet Explorer, G-mail and G-Docs)
- C/C++/C#/HTML/CSS
- SQL Database/MongoDB and JavaScript
- CCNA and Packet Tracer
- Web Design (WordPress/Webflow)
- GitHub
- Hardware and Servers
- Project Management
- Project Administration (Certificate of Completion served by SAASTA)
- Financial Management

### **REFERENCES:**

#### **NATIONAL RESEARCH FOUNDATION – SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT (NRF-SAASTA)**

B Kgwadi (Project Coordinator/ Mentor)

Mobile number: 0835693275

Email Address: [BM.Kgwadi@saasta.nrf.ac.za](mailto:BM.Kgwadi@saasta.nrf.ac.za)

B Edwards (Project Administrator)

Mobile number: 0795294505

Email Address: [BL.Edwards@saasta.nrf.ac.za](mailto:BL.Edwards@saasta.nrf.ac.za)

### **CLICKS PHARMACY (Highveld Mall)**

Ananias Makwele (Manager)

Mobile number: 0636485506