

Nkosikhona Mkhize

Graphic & Web Designer

I am a versatile and creative professional with 3 years of experience in graphic design, website development, social media marketing and video editing. Skilled in using tools such as HTML, CSS, Wordpress, SEO, Photoshop, Illustrator and Figma to deliver impactful results. I am eager to contribute fresh ideas and technical expertise to a dynamic team while continuously growing within a company that values innovation and growth. With a strong passion for design and marketing, I am ready to add value and drive success for your organization.

CONTACT



PHONE
067 108 1032



EMAIL
nkosi.mkhize0202@gmail.com



PORTFOLIO WEBSITE LINK:
<https://dev-nkosimkhize.pantheonsite.io/>

EDUCATION

UNIVERSITY OF CAPE TOWN

- Postgraduate Diploma: Marketing
- Bachelor of Social Science

UDEMY

- Graphic Design Masterclass
- Website Development Boot-camp

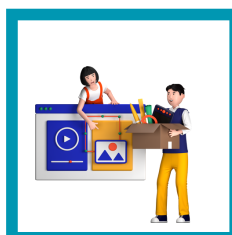
GOOGLE DIGITAL SKILLS

- Fundamentals of Digital Marketing

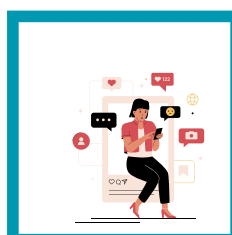
EXPERIENCED IN:



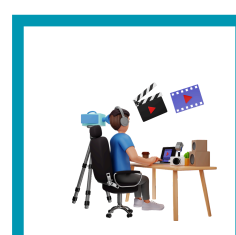
Graphic Design



Web Development



Social Media Marketing



Video Production and editing

SKILLED IN:



photoshop



Illustrator



FIGMA



CANVA



HTML



CSS



ELEMENTOR



WORDPRESS



WOO
CORMECE



DAVINCI
RESOLVE



HOOTSUITE



YOAST SEO

SKILLS

Programming

Design

Marketing

Sales

Admin

TRAINING

Advanced Excel

Sales

Business Writing

Effective Communication

Public Speaking

WORK EXPERIENCE

VALUEBIZZ
MARKETING

March 2024 – Present
(Full Time)

Feb 2021 – March 2024
(Part Time)

Graphic & Web Designer / Social Media Manager

- Conceptualizing and designing marketing materials such as brochures, flyers, posters, and banners to promote client products and services.
- Designing creative and impactful logos for various clients across different industries.
- Managing social media accounts, including content creation, scheduling, and engagement strategies.
- Developing professional websites using WordPress ensuring responsive design and user-friendly interfaces.
- Producing compelling video advertisements from concept to completion, incorporating client objectives and brand identity.
- Crafting comprehensive company profiles highlighting strengths, values, and market positioning.
- Collaborating closely with clients to understand their needs, provide solutions, and ensure satisfaction with deliverables.

MASTER BUILDERS
ASSOCIATION

March 2019 – Feb 2024

SENIOR MEMBERSHIP ASSISTANT

- Providing administrative assistance to the senior managers.
- Liaising with colleagues from other regions and ensuring that everyone is on the same page.
- Providing excellent Customer service by handling membership related queries through phone calls, emails walk-in clients.
- Selling the association's services to prospective members.
- Helping prospect with the process of membership registration, from checking compliance documents to invoicing.
- Generating invoices on Pastel and sending them to members.
- Collecting outstanding membership subscriptions.
- Membership filing and Archiving.
- Minute taking during meetings.
- Planning and coordinating membership functions and meetings.
- Compiling membership data, putting together quantitative reports regarding the department's progress.
- Helping the membership manager with updating the company's website as and when required.
- Updating the Company's App by adding and removing members.
- Preparing membership memorandum (monthly report with statistics about incoming and outgoing members).

LANGUAGES



English

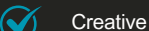


IsiZulu

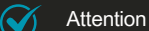


IsiXhosa

PERSONAL ATTRIBUTES



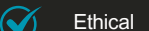
Creative



Attention to Detail



Team Player



Ethical



Passionate

VOLUNTARY WORK

-Voluntered at SHOWCO education
Asa tutor and Mentor for Grade12Learners

-Volunteered asHomeasted Sheleter for Street
Children in Cape town.

-HelpsGrade 12learnersin my communitywith
University Applicationseveryyear.

WORK EXPERIENCE

WOOLWORTHS
(Regional Head Office)

Sept 2018 – Jan 2019

Talent / HR Administrator

- Conducting Telephonic Interviews.
- Leasing with the store managers to schedule interviews.
- Doing Credit & Criminal Checks on candidates.
- Invigilating and marking psychometric tests of applicants.
- Sending all documentation to the head office
- liaising with the payroll department and handling payroll related queries
- Writing weekly reports using Microsoft Excel.
- Switch board Relief.
- Drafting contracts and doing orientation to successful candidates.
- Organizing all the paperwork needed by the Woolworths head office.
- Doing data Analysis and reporting on the success of the project.
- Presenting data to management in the form of tables and graphs as well as
- making recommendations on how the project could be improved.
- Extending contracts of employees who have performed well on the company.
- Converting seasonal employees to being permanent employees.
- Regretting unsuccessful candidates.
- Assisting managers with other admin related duties.

HR Administrator
(Intern)

- Writing and publishing job advertisement on various online portals (Pnet, Career Junction, Careers 24 and Linked In).
- Screening CV's and shortlisting successful candidates for interviews.
- Scheduling appointments with candidates for assessments and interviews.
- Conducting Telephonic Interviews.
- Loading and updating the candidate's profile on the Company's database.
- Doing reference checks.
- Arranging for criminal checks to be done on shortlisted candidates.
- Interviewing candidates and assessing their skills to ensure that they are suitable for the position applied.
- Preparing CV's using the format preferred by the client.
- Leasing with MIE for Qualification, Credit & other Background checks on the candidate.
- Regretting unsuccessful candidates.
- Assisting the manager with admin related duties.
- Switchboard duties.

MPC RECRITMENT

NOV 2017 – Oct 2018

REFERENCES

VICTOR SMITH

Membership Manager

MASTER BUILDERS

082 297 1048 / 031 831 3200

DEENOLA GOVENDER

HR Manager

WOOLWORTHS REG. OFFICE

031 276 3140

Elmarie Muhl

Manager

MPC RECRUITMENT

031 940 7840/ 082 881 9000

Khetha Mzulwini

CEO

ValueBizz Marketing

072 471 6909