



# Nomtha Rorwana

## Business Information Administrator And Full Stack Software Developer

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**Date of Birth**

03 July 2001

**Gender**

Female

**Marital Status**

Single

## Summary

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As someone who has always been passionate about bringing efficiency and organisation to the business world, the opportunity to work with your dynamic team is nothing short of a dream come true! Throughout my professional journey, I have acquired a strong set of administrative skills and a deep understanding of business operations, which make me the ideal candidate for this role. My strong work ethic, adaptability and dedication to success have enabled me to excel in various business environments so far. I have held several business administration roles, seamlessly balancing multiple projects and maintaining a keen eye for detail. This has allowed me to develop effective time-management and problem-solving abilities, which make me well-prepared to thrive under the demands of such a challenging position.

## Work Experience

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February 2021 - May 2021

### Office administrator assistant (volunteer)

*Mbizana attorney law firm , Cape Town*

- Capturing information on a database system, printing paperwork, and photocopies, and answering phone calls with ethics and professionalism to clients, Responding to clients' inquiries now the inquiry is made and providing the information that they require,
- Working with Microsoft Word, Microsoft Excel, and Microsoft Access, as well as electronically designing posters and maintaining the company's online social media platforms.

12 Feb 2022 - 06 June 2023

### Lead generator

*Icon Africa , Cape Town*

- Convincing clients to buy the products I was selling.
- Generating leads for assorted products like funeral covers, car trackers, and insurance.
- Phoned leads from referrals and telemarketing lists and asked appropriate questions to determine their needs and requirements.
- Consistently exceeded established sales milestones by using effective
- persuasion techniques.
- Identified valuable leads through several key methods, including social media, networking and targeted marketing. Speaking with different clients for the entire day gave me experience in how to deal with customer services and how clients like to be treated Making a lead was never an easy thing, which is why I learned that while you are speaking get all the necessary information you need and write it down.

06 June 2022 - 5 June 2023

### Student success Officer

*The student hub, Woodstock*

- Processing students' data.
- Tracking student's progress.
- Data preparation and support.
- Data Capturing and Data monitoring.
- Assigning each student to their registered course and class.
- Coaching students to complete all modules and milestones in time as per semester.
- Participated in meetings and helped create new practices to ensure that students with technical issues are escalated to the IT.
- Answered calls, responded to emails, and interacted with clients.

June 2023 - Dec 2023

### Insurance Agent

*Lewis, Cape Town*

- Customer service
- Selling Insurance products
- Setting up Debit order
- Capturing information
- Processing data

Jan 2024 -

### Software developer intern

*Capaciti, Cape Town*

- Developing business websites. Web programming languages. HTML, CSS and JavaScript.
- Data administration and managing.

## Education

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2017 - 2019

### Department of Education

*Thembelie high school , Cape Town*

2020 - 2022

### Department of high education

*Cape Peninsula University of Technology , Cape Town*

Jan 24 - June

### Software Developer

*CapaCiti Tech Career, Cape Town*

## Projects

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Textbook Content Design

Generating online textbooks, designing the textbook layout and alignment. Generating the content inside the textbook

## Certificates

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Business Information  
Administration

Business information Administration includes all aspects of overseeing and maintaining the business data. Making all the business operations to run smoothly and efficiently. Data monitoring, Data capturing and data management. All the office building information is the office Administrators accountability. Communicating and information technology management.

## Languages

- English
- Zulu
- Xhosa
- Sotho
- Hlubi

## Skills

Excellent Communication

Presentation skills

Computer literacy

Expert Microsoft packages

Problem solving

Team conflict management

Innovative

Analytical thinker

planning and organising

Database Administration

## Interests

- Painting Art
- Make up artist
- hiking
- Reading
- Drawing
- Studying

## References

**Mr Neo Malitio**  
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