

CONTACT

Rolivhuwa Muzila

📍 12453 David Modiba Street  
Kagiso 1 Ext 3  
1754  
☎ 069 997 3153 / 072 017 6890  
✉ rolymuzila@gmail.com  
in linkedin.com/in/rolivhuwa-muzila-bb13a5287

OBJECTIVE

I am an ambitious woman who is prepared to achieve the desired goals of the job description. I am confident that I can bring the same level of high performance to your organization. Beyond that, I am someone who knows how to set goals and achieve them and have a proven track record of being able to conceive, develop and execute strategies.

PERSONAL DETAILS

- Nationality : South African
- Gender : Female
- Driving Licence : Code 10
- Willing to relocate : Yes
- Availability : Immediately

EDUCATION

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| 2024 | <ul style="list-style-type: none"><li>• <b>Richfield</b><br/>Bachelor of Science in Information Technology</li></ul> |
| 2023 | <ul style="list-style-type: none"><li>• <b>Richfield</b><br/>Diploma in Information Technology</li></ul>             |
| 2018 | <ul style="list-style-type: none"><li>• <b>S.G Mafaesa Secondary School</b><br/>Matric</li></ul>                     |

EXPERIENCE

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|--|---|
| 15 February 2022<br>- 15 December 2023 | <ul style="list-style-type: none"><li>• <b>Office administrator</b><br/>Maka Hygiene Services (Pty) Ltd<ul style="list-style-type: none"><li>- Managed office supplies and inventory.</li><li>- Scheduled and coordinated meetings and appointments.</li><li>- Handled correspondence, emails, and phone calls.</li><li>- Maintained office filing systems and databases.</li><li>- Assisted in payroll processing and record-keeping.</li><li>- Coordinated office maintenance and repairs.</li><li>- Supported HR with onboarding and employee records.</li><li>- Prepared reports and presentations.</li><li>- Liaised with vendors and service providers.</li><li>- Ensured compliance with office policies and procedures.</li></ul></li></ul> |
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SKILLS

- Computer Literacy ( Microsoft Word, Excel, PowerPoint).
- Excellent problem-solving abilities.
- Strong communication and teamwork.
- Quick learner and adaptable to new technologies.
- Time management

## TECHNICAL SKILLS

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- Programming languages (Java, C++)
- Web development (Html, Css, Javascript)
- Operating system (Windows, Linux)
- Version Control (Git, Github)

## TRAINING AND CERTIFICATION

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- Career Essentials in Software Development by Microsoft and LinkedIn
- Career Essentials in System Administration by Microsoft and LinkedIn
- Artificial Intelligence Certificate by Codsoft

## REFERENCE

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- **Ndivhoniswani Machochi - Maka Hygiene Services**  
Manager  
orifha.brian@gmail.com  
081 813 8585 / 072 767 2988
- **Shonisani Ramavhoya -**  
Mentor  
shoni30ramavhoya@gmail.com  
079 481 9205