



SBONGAKONKE SITHOLE

CONTACT



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SKILLS

- Microsoft Office
- Ability to multitask.
- Fast Learner
- Communication skills
- Reliable
- Report generation
- Time management
- Mobile Development (Flutter)
- Software Development (Asp.Net)
- Programming Languages Dart and C#
- Basic Networking
- Basic Graphic Design

Dedicated and hardworking team player with expertise in completing various office tasks and offering staff support. Responsible, punctual, and productive professional when working with little to no supervision. Organised and dependable successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Always striving for perfection , I also have been awarded merit certificate for academic excellence from the faculty.

EDUCATION

Gabigabi Secondary

2015 - 2019

Qualification - Grade 12

Central University of Technology

2021 - 2023

Qualification - Diploma in Information Technology

Year of graduation – 2024

EXPERIENCE

Mentor

Jan 2022 until Dec 2022

Central University of Technology, Welkom Faculty of Engineering, Built Environment, and Information Technology.
Awarded Certificate of Recognition

Duties performed:

- Welcomed new students through orientation and site tours.
- Maintained sensitive student information.
- Answered student questions and concerns taking phone calls and replying to emails.
- Held meetings with students and advised on admission processes.
- Updated students about CUT courses, and events.
- Participate in team projects, demonstrating an ability to work collaboratively and effectively.

LANGUAGES

ENGLISH ☒ ☒ ☒ ☒ ☒

ISIZULU ☒ ☒ ☒ ☒ ☒

SESOTHO ☒ ☒ ☒ ☒ ☐

ISIXHOSA ☒ ☒ ☒ ☐ ☐

Swazi ☒ ☒ ☒ ☐ ☐

Student Assistant

Jan 2023 until Dec 2023

Central University of Technology, Welkom Faculty of Engineering, Built Environment, and Information Technology.

Duties performed:

- Assist during practical classes.
- Invigilation during class tests.
- Answered student questions and concerns.
- Looking after computer labs.
- Participate in team projects, demonstrating an ability to work collaboratively and effectively.