

# Sanele Nkabinde

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Address: 458 Ballasalla Rd Broadacres, Johannesburg

## OBJECTIVE

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A quick-learning and adaptable individual seeking to contribute strong analytical skills, knowledge of operations and extensive data organizational abilities to benefit the company and its clients. I Possess advantageous abilities in all aspects of computer literacy. I am self-driven, motivated and able to reach required work standards.

## EDUCATION

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### **High School Certificate**

Vryheid High School (Kwazulu-Natal)

January 2013– December 2017

### **Destiney Leadership Certificate**

Destiney Leadership Academy (KZN Pietermaritzburg)

January 2018 – December 2018

### **Higher Certificate in IT Support Services**

Varsity College (Sandton)

February 2019 – December 2019

### **Bachelor's Degree in computer and Information Sciences in Application Development**

Varsity College (Sandton)

February 2020 – Current

## WORK EXPERIENCE

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### **Receptionist**

Virgin Active Ltd

Johannesburg, Broadacres Shopping Centre Cedar Rd

February 2020 – Current

I worked as a front-line reception with customer enquiries. I worked hand in hand with sales consultants for customers contracts, retrieving data and correcting errors. I've gained good communication and problem-solving skills able to work in a diverse team and as well as proficiency in excel.

### **Website Development**

One Life Church Ltd

Kwazulu-Natal, Pietermaritzburg 498 Alexandra Rd Ext Bisley

February 2018 – August 2018

I worked with the creative media team creating user friendly websites for advertising and event registration control. I've used MySQL, ASP.Net, CSS , JavaScript and Visual studio Code.

## ACTIVITIES

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I train in the gym and follow a healthy lifestyle which keeps my mind active and helps in dealing with daily stressors. I tutor first year IT students over weekends.