

# Curriculum Vitae

## Kelvin Ngwenya

### Professional Summary

I am a motivated and versatile professional with a strong foundation in web development, scripting, version control, and graphic design. With hands-on experience in customer service, online order management, and delivery operations, I bring a well-rounded skill set that combines technical knowledge with practical efficiency. I'm passionate about solving real-world problems through code and creating visually impactful designs that align with branding goals. I am reliable, adaptable, and well-organized, and I work well both independently and in team settings. With strong communication skills and a Code 10 driver's license, I am committed to delivering quality results across creative and technical tasks.

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### Personal Details

Full Names & Surname:	Kelvin Ngwenya
Gender:	Male
Current City:	Pretoria
Language proficiency:	English & Shona
Licence:	Code 10(C1)
Contacts:	Cellphone:0614421788
Email:	<a href="mailto:kedzangwenya@gmail.com">kedzangwenya@gmail.com</a>

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### Educational Background

<u>Qualification</u>	<u>Institution</u>	<u>Year</u>
CERTIFICATE IN FULL STACK DEVELOPMENT	FNB App Academy	2025
O'level ( Ordinary level)	Nyamasanga Secondary School	2021

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## Professional Skills

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- Graphic Design and Visual Branding (Photoshop, Illustrator, Canva)
- Web Development (HTML, CSS, JavaScript)
- Version Control and Collaboration (Git, GitHub)
- Customer Service and Client Relationship Management
- Strong Communication and Interpersonal Skills
- Order Management and Delivery Coordination
- Time Management and Task Prioritization

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## Work Experience

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### Company

Work Experience	4 year
Start Date	January 2022
End Date	March 2025
Company	Beauty Products By Gee(Pty)Ltd (Small company)
Position	IT Specialist& Receptionist
Reason for Leaving	Contract Ended

### Responsibilities/Duties

- **Front Desk & Client Interaction**  
Greeting visitors and answering phones at the front desk in a polite and professional way.
- **Communication & Customer Service**  
Handling incoming phone calls, resolving queries, and maintaining strong client relationships through clear and respectful communication.
- **Computer & IT Support Skills**  
Skilled in Microsoft Word, Excel, and PowerPoint; setting up and maintaining office systems, basic troubleshooting, and supporting daily IT tasks.
- **Logistics & Transport Support**  
Acting as a company driver when needed, ensuring reliable and timely deliveries and pickups, supporting operational needs

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## REFERENCES

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1 Contact Person:

Miss G Ferani

Company Name:

Beauty Products By Gee (Pty)Ltd.

Position:

CEO

Contact:

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