Kundani Nemugumoni

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Identity No. 9808266019089
GitHub: https://github.com/AIchemist420
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CAREER OBJECTIVE:	To gain a challenging entry-level position in Administration or Information Technology that utilizes my problem solving, analytical and communication skills to enhance personal development and organizational performance

EDUCATION

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
Bachelor of Sciences (Computer Sciences) - Part time
Majors: Computer Sciences, Computer Applications
Sub-Majors: Mathematics, Corporate Finance and Investment

VUWANI SECONDARY SCHOOL, JOHANNESBURG (2011 – 2016)
Highest Grade Passed: Grade 12
Subjects: Tshivenda Home Language (71%), English First Additional Language (70%),
Mathematics (77%), Life Sciences (80%), Physical Sciences (71%) ,
Geography(76%) , Life Orientation(89%) .
Distinctions achieved in Life Sciences and Life Orientation.

CERTIFICATIONS:
- Microsoft 365 Fundamentals (Microsoft Word, Excel, PowerPoint)
- Fundamentals of Digital Marketing (Google)
- IBM Full Stack Software Developer Professional (IBM)
- IBM Technical Support Specialization (IBM)
- CodeCademy Python 3(CodeCademy)
- CodeCademy JavaScript (CodeCademy)
- IT Help Desk for Beginners (LinkedIn Learning)
- Become an Administrative Professional (LinkedIn Learning)
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EMPLOYMENT

Department Of Education, LAERSKOOL W.H. Coetzer Primary (Dec 2021 -Oct 2022)
ICT Technician/e-cadre
Tasks and Responsibilities:
- Provide ICT Technical support to teachers and learners
- Update Operating System Software and applications
- Responsible for charging and safe keeping of schools ICT equipment
- Assist School administrators to capture learners' information on SA-SAMS/CEMIS platform
- Typing and Photocopying documents
- Disseminate correspondence
- Checking and responding to emails

University of the Witwatersrand (March 2019 – Dec 2019)
Computer Lab Assistant
Tasks and Responsibilities:
- Assist students with Technical Problems in Computer Lab
- General responsibility for computer lab stock paper and toner in printers
- General responsibility for computer lab environment i.e., push in chairs, restart frozen computer etc.

J – One Student Accommodation (Feb 2018 – Dec 2018)
Part-time administration assistant
Tasks and Responsibilities:
- Filing and other general office duties
- Customer liaison
- General reception duties
- Assisting with admin during busy periods
- Cleaning and Organizing Office Environment

SKILLS
- Desktop design and layout
- Typing (75+ Words per Minute)
- General office routine skill and experience
- Microsoft 365, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams. Strong familiarity with Microsoft Word and Excel.
- Interpersonal skills developed through work experience and tutoring
- Attaining objectives through teamwork processes
- Technical Support: general diagnoses of hardware and troubleshooting of software
- Problem Solving, Analytical Thinking and Paying attention to details. Developed through Programming
- Working well under pressure and learning new task quickly
- Collecting and documenting data and information
- Multitasking, strategic planning, deductive/inductive reasoning

ACHIEVEMENTS
Special achievements and Honors:
- Secretary of the representative council of learners (RCL) of Vuwani Secondary School (Feb 2014 -Nov 2014)
- Senior Executive Member of the representative council of learners (RCL) of Vuwani Secondary School (Feb 2015 -Nov 2015)
- Provincial Debate team First Speaker (Feb 2014 -Nov 2015)
- Brown Ants Project Manager (Feb 2015 -Nov 2015)
- Top 5 Academic Student Grade 12
- Active participant in WCCO (Wits Citizenship and Community Outreach - Wits University) (June 2018 – Nov 2018)

INTERESTS
Sport: Running, Soccer, Weightlifting. I believe that participation in sport develops strength in the areas of leadership and physical health.
Software Development: Computer Hardware, Information Technology, Microsoft 365, Machine learning. My interest in Information Technology and Software Development has expanded my ability to think creatively, present my ideas in a logical and concise manner
Finance: Personal Finance and Budgeting, Investing, Corporate Finance. My interest in Finance has helped me learn how to manage my money better, use the money I have to sustain myself and find ways to compound it
Personal Development: Building good habits and routines, Self-introspection to identify and improve areas of weakness. My interest in personal development has exponentially improved my life because I was able to identify my weakness and find mental models and techniques to help improve the quality of my life
Psychology: Behavioral Psychology, Cognitive Psychology, Development Psychology, Educational Psychology, Personality Psychology. My interest in the different fields of psychology has helped me understand motives behind my behavior and others. How behave in social situations and how to take care of my mental health. It has increased my emotional intelligence and my ability to work with people

REFEREES

Department of Education: WH Coetzer Primary
Principal
Mrs. Tintswalo Mbedzi
Tell: 011 4350435/6   E-mail: tintswalombedzi@gmail.com

Deputy Principal
Mr. Adrian Mooi
Tel: 011 4350435/6   E-mail: adrianmooi@ymail.com

Senior Administrator
Mr. Thapelo Chiloane
Tel: 011 4350435/6   E-mail: whcoetzer@mweb.co.za

J-One Student Accommodation
Administrator
Tel: 011 403 1111   E-mail: admin@j-one.co.za

University of the Witwatersrand
Lecturer
Doc. Pravesh Ranchod
Tel: (27) (0) 11 717 6177   E-mail: Pravesh.Ranchod@wits.ac.za
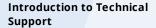
Wits ICT
Tel: 011 717 1717   E-mail: info.ict@wits.ac.za

Mr. Innocent Marubini, Software Developer (Digiata), Community Leader, Mentor

Tel: 071 497 7282   E-mail: innocentmarubini@live.com

7 Courses

Nov 2, 2022

Kundani Nemugumoni

has successfully completed the online, non-credit Professional Certificate

IBM Technical Support

Those who earn the IBM Technical Support Professional Certificate have completed 7 courses developed by IBM that include hands-on, practice-based assessments and are designed to prepare learners for entry-level roles in the field. Learners have a strong foundation in IT fundamentals, setup and configuration of hardware and software, programming basics, database fundamentals, cloud computing concepts, networking and cybersecurity essentials. They can also apply these skills for supporting customers to troubleshoot and resolve their technology related issues.

Rav Ahuja,
Global Program Director,
IBM Skills Network

Verify this certificate at:
https://coursera.org/verify/professional-cert/JFPHSJ2VQUBY

IBM

27-Oct-2022

Kundani Nemugumoni

has successfully completed

Introduction to Cybersecurity Essentials

an online non-credit course authorized by IBM Skills Network and offered through Coursera

Rav Ahuja
Global Program Director
IBM Skills Network

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Verify at:

https://coursera.org/verify/JSFB3YXSU5NX

29-Oct-2022

Kundani Nemugumoni

has successfully completed

Introduction to Hardware and Operating Systems

an online non-credit course authorized by IBM Skills Network and offered through Coursera

Rav Ahuja
Global Program Director
IBM Skills Network

Verify at:

https://coursera.org/verify/ULWVDGSDGQQV

Coursera has confirmed the identity of this individual and their participation in the course.

codecademy

CERTIFICATE
OF COMPLETION

—

Kundani Nemugumoni

successfully completed the
Learn JavaScript Course

COURSE COMPLETE COURSE

11/3/2022

Date of Issuance

Founder & CEO

Scan to verify

IBM

29-Oct-2022

Kundani Nemugumoni

has successfully completed

Introduction to Networking and Storage

an online non-credit course authorized by IBM Skills Network and offered through Coursera

Rav Ahuja
Global Program Director
IBM Skills Network

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Verify at:

https://coursera.org/verify/H3A5W7T3XF7J

Coursera has confirmed the identity of this individual and their participation in the course.

code|cademy

CERTIFICATE
OF COMPLETION

—

Kundani Nemugumoni

successfully completed the
Learn Python 3 Course

11/3/2022

Date of Issuance

Founder & CEO

Scan to verify

IBM

29-Oct-2022
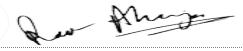
Kundani Nemugumoni

has successfully completed

Introduction to Technical Support

an online non-credit course authorized by IBM Skills Network and offered through Coursera

Amy Norton

Rav Ahuja
Global Program Director,
Skills Network