



## Lubabalo Mbata – IT Solutions & Digital Services Portfolio

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**Location:** [Your City/Region]

**Email:** [yourname@email.com]

**Phone/WhatsApp:** [+27 XXX XXX XXX]

**LinkedIn / Website / Notion:** [Insert Link]

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### About Me

I am an IT professional with a strong foundation in multiple departments including technical support, data analytics, cloud computing, cybersecurity, and development. I help small businesses create their digital identity, improve their online presence, and automate tasks using modern tools and strategies.

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### Services Offered

#### Digital Branding Pack

- Logo Design (3 concepts)
- Business Profile (PDF or editable)
- Brand Colors, Fonts, and Templates
- Letterhead and Business Card Design 💰 **Price:** R1,500 – R2,000

#### Online Presence Setup

- Google Business Profile
- Social Media Page Creation (Facebook, Instagram, LinkedIn)
- Local SEO Optimization (Google Maps, keywords) 💰 **Price:** R1,000 – R1,800

#### Business Website Creation

- 1–5 Page Responsive Website
- WhatsApp Integration, Contact Forms, Google Maps
- Domain & Hosting Guidance 💰 **Price:** R2,500 – R5,000

#### IT Training & Support

- Cloud Tools Setup (Microsoft 365 / Google Workspace)
- Monthly IT Support or On-Demand Sessions
- Digital Forms and Task Automation (Power Automate, Zapier) 💰 **Price:** R1,200 / month or R250 per session

### Social Media Content Packs

- 20 Branded Posts with Captions
- Story Templates and Monthly Calendar
- Post Scheduling Setup 💰 **Price:** R1,500 / month

### Email Marketing Setup

- Mailchimp / Brevo Setup
- Newsletter Design and Contact Form Integration 💰 **Price:** R800 – R1,500

### Ecommerce Setup

- Simple Online Store (5–10 products)
- Mobile-Friendly Design
- Payment Gateway Integration 💰 **Price:** R3,000 – R6,000

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## Portfolio Samples

### Project 1: [Business Branding Kit]

**Client:** XYZ Salon

*Delivered logo, business profile, and social media templates.*

### Project 2: [Online Store Setup]

**Client:** Local Fashion Retailer

*Built a mobile-friendly Shopify store with 10 products and integrated Paystack.*

### Project 3: [Business Website]

**Client:** Professional Services Company

*Developed a 3-page WordPress website with WhatsApp chat and contact form.*

*(Add images, screenshots, or links to each project)*

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## Tools I Use

- **Design & Branding:** Figma, Canva Pro, Adobe Illustrator
  - **Web & Ecommerce:** WordPress, Wix, Shopify, Google Sites
  - **Automation & Productivity:** Power Automate, Google Forms, Zapier
  - **Marketing Tools:** Mailchimp, Brevo, HubSpot CRM
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## Let's Work Together!

If you're a small business owner looking to improve your branding, go online, or streamline your processes —I'm here to help.

Let's schedule a **free 30-minute consultation**.

Email: [yourname@email.com]

WhatsApp: [+27 XXX XXX XXX]

Website / Portfolio: [Insert Notion/Website Link]

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*This document is available as a Google Doc, PDF, or can be added to a Notion portfolio.*