

# Dylan Ndlovu

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## IT INTERN

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## Professional Summary

Final-year Computer Science Diploma student with hands-on experience in administration and database support. Passionate about IT infrastructure, systems administration, and data management. Demonstrates strong time management, communication, and remote work proficiency. Actively pursuing a career in IT support and system administration.

## Key Skills

- IT Support & Troubleshooting
- Windows OS & Microsoft Office Suite
- SQL Querying & Oracle DBMS
- Linux CLI & System Updates
- File & Email Management
- Networking (CCNA-trained)
- Remote Administration
- Time & Calendar Management
- Documentation & Reporting
- Communication & Team Collaboration

## Education

Diploma in Computer Science  
Tshwane University of Technology – Polokwane  
Expected Graduation: 2026

## Matric Certificate : 2021

Bracken High School

## Certifications

- CCNA – Cisco Certified Network Associate (Completed Jan 2024)
- HP LIFE – Presenting Data (Completed September 2025)
- HP LIFE– Selling Online (Completed September 2025)
- HP LIFE– IT for Business Success (Completed September 2025)

- IBM – DATA SCIENCE 101 DS0101EN (Completed September 2025)

## Work Experience

### Website Developer (Internship)

Singularity Tech – Polokwane | June 2025 – Present

- Provide Website Designs
- UI & UX Design
- Web Development
- Attend Hackathons for more practical exposure

### Junior Administrator (Remote)

Live Plan Holdings – Johannesburg | Mar 2024 – June 2025

- Provided virtual receptionist duties, handled email and call communication.
- Managed digital files and supported document preparation.
- Coordinated and tracked tender submissions and budgeting.
- Participated in team meetings via Microsoft Teams and Zoom.
- Ensured compliance with data protection standards.

### Warehouse Handler

TNT Creative Solutions | Nov 2022 – Jan 2023

- Supported general admin functions and tender coordination.
- Assembling of merchandise
- Setting up product at events

## Projects & Leadership

### Faculty of ICT – House Committee Secretary at *Tshwane University of Technology*

- Coordinated student events, documented minutes, and supported academic administration.
- Gained experience in public communication and cross-department collaboration.

### 2<sup>nd</sup> Annual Limpopo Varsity Hackathon(September 2023)

- As a participant gained a lot of knowledge about the industry and its possibilities
- Team work and collaboration
- Integration of different tools.

### Telkom 10X Hackathon in Turfloop(featuring Geekkulcha [September 2025])

- The art of rapid prototyping.

- Thriving under pressure through intense collaboration
- Networking with industry mentors ,judges and gain insights to professional world.

## Languages

- **English:** Fluent
- **IsiZulu:** Fluent
- **Siswati:** Fluent
- **Afrikaans:** Basic
- **SePedi:** Basic

## Other Details

Code 08 Driver's License + Own Vehicle

South African Citizen

Available for relocation or remote work

## References

- **Angela Makala** – Live Plan Holdings | 081 781 7052 | [angelasininimakala@gmail.com](mailto:angelasininimakala@gmail.com)
- **Manny Pillay** – TNT Creative Solutions | 061 581 5174 | [sales@tntcreative.co.za](mailto:sales@tntcreative.co.za)