

DYLAN NDLOVU

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PROFESSIONAL SUMMARY

Driven Advanced Diploma in Computer Science student with a robust foundation in IT infrastructure, database management (SQL/Oracle), and web development. Combines technical acumen with proven administrative discipline gained through remote work and leadership roles. Expert at bridging the gap between complex technical requirements and business objectives. Seeking an internship or junior role in Systems Administration or Software Development to apply skills in Linux CLI, Data Management, and Agile delivery.

TECHNICAL SKILLS

- **Development & Web:** HTML5, CSS3, JavaScript, UI/UX Design Principles, Agile/Scrum Methodologies.
- **Database & Data:** SQL Querying, Oracle DBMS, Data Analysis, Reporting.
- **Systems & Networking:** Windows OS, Linux CLI (Ubuntu/Debian), Remote Desktop Support, Network Troubleshooting, Hardware Configuration.
- **Tools & Platforms:** Git/GitHub, Microsoft Office 365 , Microsoft Teams, Zoom.
- **Soft Skills:** Remote Team Collaboration, Technical Documentation, Time Management, Crisis Resolution.

EDUCATION

Advanced Diploma in Computer Science *Tshwane University of Technology* | **Expected - 2027**

- **Focus:** Data Structures , Algorithms ,Human Computer Interactions, Software Engineering, Distributed Programming, Introduction to Data Science & Theoretical Computer Science.

Diploma in Computer Science *Tshwane University of Technology* | **Completed 2026**

Major Project: Developed AI-KOS (AI Kitchen OS), a web-based recipe generation application using React.js, Google Gemini AI, and Firebase to solve food waste and meal planning inefficiencies .

National Senior Certificate (Matric) *Bracken High School* | **2021**

WORK EXPERIENCE

React Website Developer Intern *Singularity Tech – Polokwane* | **June 2025 – Present**

- Design and deploy responsive, user-centric websites, ensuring cross-browser compatibility and mobile responsiveness.
- Collaborate within Agile teams during high-pressure hackathons to prototype and ship functional MVPs.

- Backend development for Customer Relationship Management system.
- Tech Stack:** WordPress, PHP, JavaScript(Vue.js, Next.js, React), HTML5, CSS3, Python .

Junior Administrator (Remote) *Live Plan Holdings – Johannesburg | Mar 2024 – June 2025*

- Managed high-volume remote communications, acting as the primary point of contact for client inquiries via email and VoIP systems.
- Streamlined digital document management, ensuring 100% compliance with data protection policies (POPIA standards).
- Coordinated tender submission tracking and budgeting documentation, requiring high attention to detail and deadline management.

Warehouse Operations Assistant *TNT Creative Solutions | Nov 2022 – Jan 2023*

- Supported logistics coordination and inventory management for large-scale events.
- Managed administrative procurement.

CERTIFICATIONS

- IBM Data Science 101** – IBM (Sept 2025)
- HP: IT for Business Success** – HP LIFE (Sept 2025)
- HP: Presenting Data & Selling Online** – HP LIFE (Sept 2025)
- Microsoft: Azure Data Fundamentals** :Expected completion April 2026
- Hackviser: ICertified Associate Penetration Tester** :Expected Completion March 2026

LEADERSHIP & PROJECTS

House Committee Secretary – Faculty of ICT *Tshwane University of Technology | 2023 – 2024*

- Governed student body meetings, producing accurate technical minutes and official correspondence.
- Acted as the liaison between the student body and faculty management, resolving disputes.

Hackathon Achievements

- Telkom 10X Hackathon (2025):** Developed a Telkom Website with integrated AI chat system. Commended by judges for rapid prototyping and effective team presentation.
- Limpopo Varsity Hackathon (2023)**

REFERENCES

Available upon request