

Experience

- **Anthony Richards and Associate** 07 Jan 2017 - 10 Dec 2019
Agent
 - Reminding debtors to make payment
 - Advising debtors on how much to pay
 - Educating debtors about negativity of not paying
 - Educating debtors about the importance of making debit-order
- **CodeTelligent** August 2020 - September 2021
Junior Developer, Administrator and Supervisor
 - Writing basic code
 - Assist the development manager in design related task
 - Managing workflow
 - Creating and managing team schedule
 - Evaluating performance and providing feedback
 - Creating spreadsheets and presentation

ADMINISTRATION AND SOFT SKILLS

- - Filing
 - Data capturing
 - Project management
 - Bookkeeping
 - Organising
 - Research
 - Effective Communication
 - Critical Thinking
 - Ms Application

SCRIPTING AND CODING SKILLS

- JavaScript
- Html
- Css
- Github
- Adobe xd

Education

- **Ebenezer Nyathi S.S.S** 2011
Matric
12
- **Falsebay College** 2014
Information Technology
Level3
- **Younglings Africa** 2021
Web development
Learnership

- **Praesignis**
IT Tech Support
Learnership

Reference

- **Lizzain Licas - "Anthony Richards and Associate "**
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- **Joane Jafthans - "Younglings Africa "**
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