

NTSHUXEKO SHIRINDA

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PROFESSIONAL SUMMARY

Assistant restaurant manager with 5 years of experience managing staff, customer services and inventory management, training cashiers, software installation, and excel.

EDUCATION

E P P MHINGA SECONDARY SCHOOL - GRADE 12

UNIVERSITY OF SOUCH AFRICA – DIPLOMA IN INFORMATION TECHNOLOGY

COMPUTER PROFICIENCY

- Advanced EXCEL
- C#
- C++
- Cloud management
- HTML/CSS
- JAVA
- JavaScript
- PHP
- SQL
- Microsoft SQL Server
- MySQL
- Oracle Database
- Microsoft Office
- Microsoft PowerPoint
- Microsoft OneDrive
- Microsoft SharePoint
- Microsoft OneNote
- Microsoft Teams
- Microsoft Outlook
- Gmail
- Software installation
- Technical support and troubleshooting
- WAN/LAN
- Windows
- Linux
- Android

EXPERIENCE

Part-time Assistant Manager of MBONI RESTAURANT**January 2015 – March 2020**

- Training cashiers to use point of sales system. This allowed us to manage inventory by checking how much products we sold and comparing to the counted inventory.
- Opening and closing the restaurant, balancing the budget, and managing inventory.
- Creating shortcuts to add new inventory to the system using MS Excel made barcode.

ABILITY, SKILLS, AND KNOWLEDGE

- Business management skills
- Computer and network troubleshooting
- Desktop support
- Customer services
- Knowledge of Batho pele principles
- Network technical skills.
- Graphic user interface design
- Java
- HTML
- CSS
- JavaScript
- SQL
- GIT
- Bootstrap
- Linux operation system
- Basic financial accounting
- People skills
- Creative thinking
- Patience
- Teamwork and team management
- Time management
- Attention to detail
- Conflict resolution
- Disciplined
- Motivated

LANGUAGE PROFICIENCY

- Xitsonga - Native
- English – Fluent

PORTFOLIO

<https://ntshuxekoshirinda.github.io/portfolio/>

REFERENCE

- Lucky Mabunda Owner of Mboni Restaurant
 - 078 541 9953
- Kenny Mabunda Manger of Mboni Restaurant
 - 078 975 5706
 - Mabundakenny58@gmail.com