

Dzunisani Chavalala

-  12 Melia Road
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-  dzunieshaunchavalala@gmail.com
-  Dzunisani Chavalala



Objective

Motivated and detail-oriented individual with a National Senior Certificate and certifications in Agile Scrum, Identity & Access Management, and basic web development. Possess strong technical aptitude, excellent communication, and organizational skills. Eager to contribute to IT support, office administration, or project coordination roles. Committed to learning, problem-solving, and providing efficient support to teams and clients.



Education

-  Gija Ngove Senior Secondary School
2018
National Senior Certificate
Grade 12



License And Certifications

-  Agile Scrum & project management
Udemy
-  Identity Access Management
Udemy
-  HTML CSS Java Script And React
Udemy



Technical Skills

-  Microsoft Windows OS and Office Suite (Word, Excel, Outlook, PowerPoint)
-  Active Directory basics and Identity & Access Management principles
-  Basic HTML, CSS, JavaScript, and React
-  Database management and data entry
-  Troubleshooting hardware and software issues
-  Backup management and system monitoring concepts
-  Familiarity with remote support tools (Zoom, Teams, AnyDesk)



Administrative & Office Skills

- Document preparation, filing, and record keeping
- Scheduling and meeting coordination
- Cross-functional team support
- Office administration and basic project coordination
- Maintaining confidentiality and data privacy



Soft Skills

- Strong written and verbal communication
- Problem-solving and analytical thinking
- Attention to detail and accuracy
- Time management and multitasking
- Teamwork, collaboration, and adaptability
- Strong initiative and willingness to learn



Key Strength

- Excellent organizational and multitasking abilities
- Clear and effective communication
- High attention to detail and data accuracy
- Ability to maintain confidentiality and work with sensitive information
- Proactive problem solver with strong initiative



Reference

Fumani Tash Khoza - ""

Life coach

Fumani.t93@gmail.com

083 511 2418

Maluleke Rixongile - ""

Short courses/Certification Mentor

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