

# Qinisela Ndlovu

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 [www.github.com/qinisela-ndlovu/qinisela-ndlovu.github.io](https://www.github.com/qinisela-ndlovu/qinisela-ndlovu.github.io).

 [www.linkedin.com/in/qndlovu](https://www.linkedin.com/in/qndlovu)

## Summary

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Data-Driven Analyst with 2+ years of professional experience in data management, automation, reporting and system optimisation. Skilled in Python, SQL, Machine Learning fundamentals and dashboard development, with a strong foundation in Computer Science & Mathematics. Proven ability to improve data quality, built automated workflows and create analytical tools that support decision-making.

## Technical Skills

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- Programming: Python
- Machine Learning & Data Analysis: Pandas, Numpy, Scikit-learn, Statistical Analysis, Predictive Modelling, Data Cleaning
- Automation & Visualisation: Power Automate, Excel, Power Bi
- Tools: Git, Jupyter, VS Code, Spyder

## Education

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- **University of Zululand** 2019 - 2021  
BSc Computer Science & Mathematics

## Professional Experience

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- **Senior HR Systems Analyst** June 2024 - Present  
Toyota SA | Durban
  - Developed a python automation script that eliminated duplicate LMS assignments, significantly improving data accuracy and saving 30 minutes per processing cycle.
  - Built a Power Automate workflow that distribute 76 individualised emails with unique attachments registering processing time from two hours to 5 minutes and ensuring consistent data output.
  - Reduced HR system ticket volume by 70% by generating analytical insights, improving documentation and training HR business partners.
  - Created a compliance training dashboard combining LMS and headcount data enabling real-time tracking and trend analysis
  - documented for payroll data processes for the sub S4 upgrade strengthening data covenant and workflow clarity
  - Supported bi-annual SuccessFactors LMS cycles through data verification, testing, configuration, and reporting, ensuring stable system performance and resulting in 0 audit findings.
  - Developed and maintained SQL queries and advanced Excel models to support data analysis, trend monitoring, and HR metrics reporting.

- **Graduate Trainee: HR Systems** June 2022 - May 2024  
Toyota SA | Durban
  - Supported HRIS data management activities including data validation audit and preparation of accurate employee data asset
  - Assisted with system testing and troubleshooting helping identify incorrect data inconsistencies across SuccessFactors modules.
  - Contributed to regular reporting cyclists by extracting cleaning and organising HR site for internal stakeholders.

## Projects

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- **Employee Attrition Prediction Model**

A machine learning model that predicts which employees are at risk of leaving a company.

- **LMS Assignment Duplicate Avoider**

Python script, automates the process of tracking a training progress across multiple learning modules exported from LMS and ensures that users are not accidentally assigned training already completed or currently busy with.

## Achievements & Awards

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- RPA Business Analyst | 2023 Identified automation opportunities mapped processes and documented requirements
- RPA Developer | 2024 Built and deployed automation workflow to streamline business operations in parallel (Training)
- Power Platform Champion | 2025 Built low-code app and automated workflows to improve efficiency in my processes

## Portfolio

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For additional project details, please visit my portfolio:

[https://qiniselana-ndlovu.github.io/qiniselana-ndlovu.github.io./](https://qiniselana-ndlovu.github.io/qiniselana-ndlovu.github.io/)