

SN

SANDILE NGCOBO

OBJECTIVE

Highly motivated IT graduate, magna cum laude, with a passion for AI, software, and web development. Seeking an internship to apply and expand technical skills, contribute to innovative projects, and gain hands-on experience. Eager to leverage academic excellence and enthusiasm for technology within a dynamic development team.

TECHNICAL SKILLS

- WEB DEVELOPMENT
- SOFTWARE DEVELOPMENT
- PYTHON
- HTML AND CSS
- BOOTSTRAP
- AI GEN
- MICROSOFT OFFICE SUITE
- AI Prompt Engineering

LANGUAGES

- English | Advanced
- Zulu | Native
- Sotho | Intermediate
- SASL | Elementary

CONTACT INFORMATION

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EXPERIENCE

RECORDS DIGITIZATION INTERN JAN 2023 - PRESENT
DEPARTMENT OF HOME AFFAIRS. DURBAN COMMERCIAL .

- Ensure and assist with capturing fingerprints
- Update the Track and Trace system
- Receive and sort enabling documents
- Serve as a point of contact for clients
- Data capture on the NPR system
- Assisted in implementing a new records management system
- Managed and organized physical and digital records for a large company

ADMIN ASSISTANT/ICT E-CADRES 2021 - 2022
ZANDILE PRIMARY SCHOOL. DURBAN UMLAZI .

- Managed the reception area and greeted visitors
- Answered phone calls and emails professionally and promptly
- Performed clerical duties: photocopying, faxing, mailing
- Collaborated with administrative staff for smooth office operations
- Data capture using the SA-SAMS system

EDUCATION

INFORMATION TECHNOLOGY DIPLOMA 2019 - 2021
COMMERCE AND COMPUTER COLLEGE. DURBAN .

NATIONAL SENIOR CERTIFICATE (GRADE 12) 2014 - 2018
LUSIBALUKHULU HIGH. HLOKOZI .

PROJECTS

- Developed a website for a personal trainer, using Html and Css , hosted with netlify.link: https://sasapersonalt.netlify.app/
- Developed a Personal portfolio website. Hosted on GithubPages. link: https://sandile31.github.io/mysite3/

CERTIFICATIONS & COURSES

ALX AiCE - AI Career Essentials(In Progress) 2024

EFFECTIVE COMMUNICATION

- Ability to convey technical information clearly to non-technical audiences.

TIME MANAGEMENT

- Efficient management of tasks and projects to meet deadlines

TEAMWORK

- Collaboration with diverse teams to achieve project goals.

PROBLEM SOLVING

- Skill in identifying and resolving technical issues efficiently.