

SANDILE NGCOBO

OBJECTIVE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, and encourages me to flourish in the Software development field

EXPERIENCE

Admin assistant /ICT E-Cadres 01/11/2021 - 31/08/2022
Zandile Primary

Responsibilities:

- Managed the reception area and greeted visitors
- Answered phone calls and emails, responding to inquiries in a timely and professional manner
- Performed general clerical duties such as photocopying, faxing, and mailing
- Collaborated with other administrative staff to ensure smooth operations of the office
- Data capture using SA-SAMS system

Front office clerk intern 03/01/2023 - Current
Department of Home affairs

- Assist clients in completing application forms and verifying that they are filled in appropriately in accordance with DHA requirements, standards and guidelines
- Ensure and assist with the rolling and capturing of Finger-prints. 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

EDUCATION

Information Technology 2021
Commerce and Computer College
NQF LEVEL 6

Relevant Courses: Programming in Java Database Management Systems Computer Networking Web

CONTACT

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in <https://www.linkedin.com/in/sandile-ngcobo-97854920b>

PERSONAL DETAILS

Driving : Code 10
Licence
GitHub : <https://github.com/sandile31>
account

SKILLS

Data entry and Management ,
Organisational abilities
● ● ● ● ●
Microsoft office suite , IT Support
● ● ● ● ●
Database Management , Attention to
detail (MS SQL server)
● ● ● ● ●
Web development (HTML and CSS)
● ● ● ● ●
Programming (C#, Python)
● ● ● ● ●
Technical Documentation Software
development life cycle
● ● ● ● ●

ACHIEVEMENTS & AWARDS

Development Operating Systems

National Senior Certificate

2018

Lusibalukhulu High
NQF level 4 / Grade 12

PROJECTS

Personal website

Created with HTML and CSS

Gym Management system

C#

REFERENCE

Available Upon Request -

Completed Multiple intelligence
Course

Complicated Risk Management course