

# Siphiwe Linda Ngwaluko

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## EDUCATION

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### University of Johannesburg

*Bachelor of Science in Information Technology in Computer Science & Informatics*

**Johannesburg, Gauteng**

*Graduation Date: Jan 2023*

### Microsoft

*Microsoft Certified: Azure Fundamentals*

**Pretoria, Gauteng**

*Graduation Date: Jan 2025*

### Microsoft

*Microsoft Certified: Power BI Data Analyst Associate*

**Johannesburg, Gauteng**

*Graduation Date: Dec 2024*

### Waverley Girls High School

*National Senior Certificate*

**Johannesburg, Gauteng**

*Graduation Date: Jan 2019*

## WORK EXPERIENCE

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### BMW South Africa

*Data Analyst Graduate*

**Pretoria, Gauteng**

*Mar 2023 - Present*

- Collaborated on creating an On-the-Job Training Management System for production associates at BMW to improve employee performance and address skill gaps.
- Worked with a Senior Data Analyst and body shop team leaders to gather requirements and design a solution focusing on upskilling workers, implementing regular safety training, and tracking progress.
- Developed a data entry form in PowerApps for trainers to record training details, including trainer and trainee information, training duration, and session outcomes.
- Integrated the system with a SharePoint list for centralized storage of all training records, ensuring easy access and management.
- Configured email notifications using Power Automate to automatically alert stakeholders whenever new training records were added to the system.
- Utilized Power BI to create visualizations of training metrics, such as participation rates, training duration trends, and skill improvement over time.
- Published interactive Power BI reports to Power BI Service, enabling stakeholders to access real-time insights and track training progress.
- Presented insights and trends from the training data to stakeholders during monthly meetings, highlighting achievements and recommending solutions for identified issues.
- Handled data analysis for the car defect tracking project in Excel, focusing on analyzing and interpreting defect data in Excel.
- Acquired raw defect data for analysis and performed data cleaning using Excel functions such as 'TRIM' and 'UPPER' to ensure consistency and accuracy.
- Examined defect trends to pinpoint production areas with higher defect rates.
- Categorized defects by severity (e.g., minor, major, critical) to help prioritize efforts in addressing critical issues.
- Investigated whether specific shifts or times of day corresponded to higher defect rates, providing insights for production optimization.
- Developed customized visualizations in Excel, including bar charts for defect frequency by shift, stacked column charts for defect severity by production area, and line charts to track defect trends over time.
- Utilised python for time studies project to analyse production data for the newly introduced area in body shop to identify bottlenecks and optimize robot performance.
- Collaborated with stakeholders to ensure data and visualizations met business objectives.
- Defined key project goals: analyzing robot cycle times, detecting outliers to identify malfunctions, and investigating auto tip dresser replacement frequency and duration.

- Collected and prepared raw data using Pandas under python from CSV files for analysis, ensuring it was clean and structured for further processing.
- Utilized Pandas library to automate data cleaning, including removing duplicates, formatting text, and splitting columns, reducing manual effort and time.
- Managed data storage by connecting to Microsoft Azure SQL Database using a library pypyodbc, inserting cleaned data into the database to meet company standards.
- Visualized data trends and performance metrics by creating clear, easy-to-understand charts using Matplotlib and Seaborn.

**Dariel Solutions**

**Johannesburg, Gauteng**

*Software Developer Intern*

*Apr 2022 - Jul 2022*

- Developed and maintained responsive web applications using WordPress and Adobe Dreamweaver, ensuring optimal user experience.
- Collaborated with senior developers, designers, and QA teams to gather project requirements and deliver high-quality solutions.
- Implemented user interface components based on design specifications using Bootstrap 5.
- Participated in daily Agile stand-up meetings, providing development progress updates.
- Attended training sessions and workshops to enhance knowledge of WordPress and related technologies.

**Memory Care**

**Johannesburg, Gauteng**

*Data Clerk*

*Jan 2021 - Dec 2021*

- Digitized and organized patient records by scanning and sorting physical files for improved accessibility.
- Updated and maintained patient data, ensuring accurate and consistent information across records.
- Uploaded digitized files to Google Drive, implementing a systematic cloud-based storage solution for secure and efficient retrieval.

**SKILLS & INTERESTS**

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**Skills:** Microsoft (Excel, Power BI, SQL Server), Python, Pandas, Pypyodbc, Matplotlib, Seaborn, Azure Fundamentals, Jira

**Interests:** Analysis, Visualisation, Data Quality Assurance, Data Mapping, Data Profiling, User Experience (UX) Design, Collaboration, Continuous Learning