**SIPHOKUHLE NYANA**

5051 Ruth First Street Samora Machel, Cape Town 7785

0604825267|

# profile

I am a very dedicated individual that can work in a team and individually. I am a patient person & fast person who can **adapt at any environment .** I am an observant , passionate person.

**SKILLS**

* Fair computer skills
* Fluent in written and verbal English communication
* Ability to take instant and sound decisions depending on situations
* Ability to work under pressure
* Flexibility
* Ability to meet **deadline &High attention to details**

# Experience

**Library assistant (Open-Learning Centre)** False Bay College, Cape Town

2018

* Issuing books
* Shelving books
* Capture all returned books , CD’s and DVD’s
* Ensure all library users have their unique identities updated in relevant data system
* Emailing
* Scanning
* Assist for booking a computer lab
* Keep and filing records of the library users

# Education

**Zisukhanyo Senior Secondary School** Cape Town

*Grade 12* 7785

* English
* IsiXhosa
* Physical Sciences
* Life Sciences
* Mathematics
* Geography
* Life orientation

# Qualification

**CPUT (Jan -Nov** 2018**)**

HC ICT

* Professional Communication
* Business Practice
* Programming
* Quantitative Techniques
* ICT Fundamentals
* Infomation Technology Service Management(Theory,Practice&Project)

# reference

1. Ms Nontsikelelo Mahote

Mentor

083 431 3171

1. Mr Nqobani Nkala

ADT Teach Facilitator

078 669 1530

1. Mr Jay Williams

Librarian

021 782 0144

Jay.williams@falsebay.org.za