Siphosenkosi Mlotshwa Durban, South Africa | +27 812 875 120 |
siphosenkosi.m@yahoo.com | [[LinkedIn]]

Resourceful and detail-oriented Virtual Assistant with a strong foundation in software engineering and office administration. Proven expertise in data entry, copywriting, and task automation. Skilled at blending creativity and technology to streamline workflows, optimize operational efficiency, and deliver exceptional value to clients. Committed to supporting entrepreneurs and businesses by handling administrative tasks with precision and professionalism.

Key Skills

- Administrative Support: Data Entry, Email Management, Scheduling, Travel Arrangements
- Communication: Copywriting, Report Writing, Professional Correspondence
- Technical Expertise: Python, Web Development, Database Management
- Virtual Tools: Google Workspace, Microsoft Office Suite, Trello, Slack

Professional Experience

Virtual Assistant Trainee | ALX Africa | Sep 2024 – Nov 2024

- Mastered scheduling, email management, and workflow optimization using digital tools.
- Delivered mock projects, including client communication and travel coordination.

Web Developer | Petro Pixels | Mar 2024 – Present

- Designed and deployed responsive web design templates for creative and business clients.
- Implemented interactive features to enhance user engagement and branding.

Python Developer Intern | Oasis Infobyte | Feb 2024 – Mar 2024

- Automated data processing tasks using Python, reducing manual efforts by 30%.
- Collaborated with a team to create efficient, modular code for analytics projects.

Front Desk Admin | University of Cape Town | Jun 2011 – Jul 2011

- Coordinated student inquiries and provided general office support.

Certifications

- Virtual Assistant Skills in the Digital Age | ALX Africa (Sept – Nov 2024)
- Software Engineering | Holberton School | 2022–2023 (Full Stack Web Development Specialization)