

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

About Me

Versatile professional with a unique blend of expertise in web development, software engineering, and virtual assistance. Skilled in creating impactful websites and applications while proficient in streamlining administrative workflows, data entry, and task automation. Known for combining technical know-how with creativity and precision, I deliver comprehensive solutions that enhance operational efficiency and drive business growth. With a commitment to excellence and adaptability, I thrive in roles that require a balance of technical innovation and organizational support.

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

- Coordinated complex scheduling, email management, and travel arrangements with precision..
- Streamlined workflows using advanced digital tools, improving operational efficiency.
- Delivered professional client communications through mock project simulations.
- Demonstrated adaptability by mastering virtual assistant tools in a fast-paced training program.

Web Developer | Petro Pixels | Mar 2024 – Present

- Designed and launched responsive web templates, enhancing brand visibility for clients.
- Integrated interactive features to improve user engagement and drive conversions.
- Implemented SEO best practices to increase site traffic and search engine rankings.
- Collaborated with clients to create tailored web solutions aligned with their goals.

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

- Automated repetitive data processing tasks, reducing manual workload by 30%.
- Developed modular code to enhance functionality for data analytics projects.
- Assisted in debugging and optimizing scripts to improve overall system performance.
- Collaborated in a team environment, contributing to project timelines and goals.

Stock Counter | Checkout Supermarket | Apr 2017 – December 2018.

- Ensured accuracy in inventory tracking, reducing stock discrepancies by 15%.
- Assisted in procurement and replenishment for the Fresh Produce department.
- Performed audits to maintain inventory levels and minimize losses.
- Enhanced operational efficiency by identifying and resolving inventory gaps.

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

- Managed student inquiries, providing exceptional customer service and support.
- Organized office workflows, ensuring timely processing of administrative tasks.
- Maintained accurate records and supported university staff during peak periods.
- Assisted in coordinating campus events and distributing communication materials.

Certifications

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