**Sisipho Gwaja**

**Curriculum Vitae**

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| Contact details | Cell : 061 244 8167  Email: sgwaja@gmail.com |
| ID Number | 9803010758082 |
| Nationality | South Africa |
| Area of Residence | P72 Khosi Street  SiteB  Khayelitsha  7784 |
| Languages | IsiXhosa, English |
| Employment Equity | Black, Female |
| Availability | Immediately |

Education – Tertiary

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| --- | --- |
| Institution | On The Ball College |
| Qualification | Technical Support NQF 4 |
| Year | 2018 |

Education – Secondary Schooling

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| Last School Attended | Centre Of Science And Technology |
| Year Matriculated | 2015 |

**Technical Skills**

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| Programming | Beginner- Java |
| Operating Systems | Windows 7, 8 and 10 |
| Office Tools | Intermediate Microsoft Word, Excel, PowerPoint, and Access |

Career History

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| Company | On The Ball College | Dates: April 2018- December 2018 |
| Role | General worker | |
| Reporting to | Carmen- Project Manager | |
| Responsibilities | * Reception Duties (Answering calls, help clients over the phone.) * Assisted in Project management team * Assisted in Technical support team * Assisted in Admin Support | |
| Reason for leaving | Contract Ended | |

**Skills**

* Good Technical Support Skill
* Good problem solving skills
* Good interpersonal skills
* I have strong work ethic, when I commit to a deadline I do whatever it takes to meet the deadline.
* I can do software, programs and hardware installations.
* Team player
* Good communication skills

**References**

**Contact Person: Carol Gysman**

**Position / Company: Recruiter- On The Ball College**

**Contact number: 021 447 0979**

**Contact Person: Theo Lingeveldt**

**Position / Company: Facilitator- On The Ball College**

**Contact number: 072 165 7942**