

I struggled financially to continue my education after graduating in 2002.I started saving for my future as a student in July 2003 when I got a job as a waiter at Wimpy.The following year (2004), I registered for a Diploma in Electrical Engineering, which I couldn't complete due to further financial struggles. While at VUT, I volunteered to work at VUTFM, achieving to change the station ID, sound as well as pitch creative advertisements to potential customers. I started working at Vodacom in 2007, finishing first in my training class. The following year, I got an opportunity to work for the GDH on a project. By the end of my 5 months there, I was assigned duties to assist the site manager in her absence. I was unemployed for a couple of months and sold food in the township for a living. I got another opportunity to work at Altech-Netstar on a 6-month contract, managing to complete what was required before the time stipulated. While I was there, I got a permanent position offer from Gold Reef City in 2009. During my stay there, I created SMS sending procedures, recorded macros to simplify mundane and complex work for other staff members. Worked closely with the CRM manager and developers to improve the customer relations and the loyalty system. I assisted with the intranet, updating and making changes. I left for growth to join Discovery as a Data Administrator. During my stay there, I managed to semi-automate dashboards and create Excel tools for managers' convenience. Develop and maintain a database for the HR Department. Work with systems to assist in improving the Staff circulation system. Represent the HR department as a business analyst. I was then offered a position as a Data Analyst with Discovery Invest. Even with no prior knowledge of investments I managed to improve their reporting methods producing over 100 reports a month on funds. I assisted with all Business Analyst work for the department. I left Discovery to pursue my already-running business venture. In November 2016, I got an opportunity at the then-Brandserve Managerial Service to work as a Data Analyst, my brief 4-month stay saw me improve their KPI reporting as well as identify the crux of their reporting issue and create Excel My analyst. data and Access tools to help the region. I was afforded another opportunity at 3Way Marketing to work as a data engineer. I aspired to automate the internal reporting system using Qlikview; I converted 100s of flat files into profitable data and worked closely with the outside development team to test and help with requirements for the new system. At the peak of the Corona virus, I got an opportunity to work with the NHLs as a labclerk. The opportunity to serve and be a frontline worker has been the pride of my life until now.

## Work History

2020-06 - Current	<b>Laboratory Clerk</b> <u>National Health Lab Services, Johannesburg</u> Receive Specimen, Time Stamp, Record Type received and distribute according to urgency. Capture Specimen's data, Package and send off for testing. Provide Customer Service for queries. Quality Assess other Captured periods, assist with safe health waste archiving, as well as document archiving.
2017-05 - 2017-07	<b>Data Scientist</b> <u>3way Markerting, Randburg</u> Migrate Data from flat sheets to MYSQL, Prospect SQL server, run Queries on SQL Server ,MySQL and PostgresSQL, Design Qlikview Dashboards for daily and weekly reporting. Improve a manual SMS sending out system on Microsoft Access, Design an ETL Process and implement it. Assist with testing an automated system and be the backup should it fail. Improve business process where shortfalls are identified. Reach Sales targets
2016-10 - 2017-03	<b>Data Analyst</b> <u>Brandserve Managerial Services, Bryanston</u> Data Hygeine, Match and manually keep unique records of National retail stores. Data-mining for KPI Reports. assist with Qlikview and QlikSense data processing and mapping. Assist Payrol with data queries and monthly attendance reports. Attend to adhoc queries. Improve on Business Process. Attend Strat Meetings and Help with way forward.
2013-12 - 2015-07	<b>Data Analyst</b> <u>Discovery (Invest), Sandton</u> Compile and produce over 90 Fund fact sheets monthly.



# Nkosinathi Dubazana

Data Analyst

## Contact

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## Skills

Audacity	<div><div></div></div> Advanced
Audit Trail	<div><div></div></div> Upper intermediate
Cognos	<div><div></div></div> Intermediate
Microsoft SQL	<div><div></div></div> Advanced
Microsoft Access	<div><div></div></div> Advanced

Produce a monthly report with more than 500 accurate figures monthly.  
Business Analyst Services for Department.  
Handle escalated queries and provide resolutions.  
Assist Investment Specialists with queries.  
provide statistical resolutions based on data.

2011-05 -  
2013-11

## Data Analyst /Data Administrator

### Discovery, Sandton

Manage intranet through CMS system. Extract reports on cognos and crystal and SQL. Create departmental dba on access, create and automate already existing dashboards on Microsoft Excel. Create Business Tools on excel. Provide Business Analysis for department. Manage Priority list for Department with Systems. Provide weekly, monthly and daily reports. Process, Archive Data on Access. Assist with Data Queries to help report or resolve problems

2009-04 -  
2011-04

## Data Hygienist

### Gold Reef City Casino, Johannesburg

Data Cleansing  
Data Extraction and cleaning up for mass mail distribution.  
Data Capturers training.  
Conducted audit trails.  
Compiled weekly punters report.  
created procedure (Through Macros and SOP) for SMS sending.  
Maintain CMS intranet.  
Trained staff on new system

2008-10 -  
2009-03

## Contracts Administrator

### Altech Netstar, Midrand

Call Customers to update their information on the system.  
Compile daily reports of progress  
Provide training for capturers

## Education

2020-03 -  
2020-11

## National Certificate: Nat Cert: Database Design And Implementation Nov-2

University of South Africa - Pretoria

2021-02 -  
Current

## Bachelor of Science: Computer Science (Completing final year, done with 21 modules)

University of South Africa - Pretoria

2010-01 -  
2010-06

## National Certificate: Database Administrator

New Horizons - Rosebank

2002-11 -  
2002-11

## High School Diploma

John Orr Technical High - Milpart

MS Excel

Advanced

MS Powerpoint

Advanced

MS Publisher

Advanced

Sound Forge

Joomla

Wordpress

C++

Intermediate

Delphi

MySQL

Advanced

PostgresSQL

Qlikview

CloverETL

SQL Server

Python

Elementary

Machine Learning

Intermediate

PowerBI

Upper intermediate