

## Contact

23 jacaranda Road  
+27 84 270 2866 (Mobile)  
tapiwakarumbidza001@gmail.com

[www.linkedin.com/in/tapiwa-karumbidza-089b6a142](https://www.linkedin.com/in/tapiwa-karumbidza-089b6a142) (LinkedIn)

## Top Skills

JSON

JavaServer Pages (JSP)

Java Database Connectivity (JDBC)

## Certifications

Azure: create a REST API using  
NodeJS Serverless Functions

Introduction to basic game  
development using scratch

Basic game development with levels  
using scratch

Career Essentials in Software  
Development by Microsoft and  
LinkedIn

Programming Foundations:  
Fundamentals

# Tapiwa Karumbidza

Tech-Savvy IT Student | Aspiring Full-Stack Developer | Passionate  
About Innovative Web and Mobile Solutions

Durban, KwaZulu-Natal, South Africa

## Summary

I'm a IT Graduate.

## Experience

### THEKWINI MATRIC LEARNING CENTRE

Administrative Assistant

January 2024 - March 2024 (3 months)

Durban, KwaZulu-Natal, South Africa

As an Administrative Assistant at Thekwini matric learning center my primary role involves providing efficient administrative support to ensure smooth daily operations. Key responsibilities include:

- Managing student records, including registration details, attendance, and academic performance, with accuracy and confidentiality.
- Utilizing Microsoft Excel to capture, organize, and maintain data such as student information, financial records, and performance tracking.
- Preparing and distributing school schedules, memos, and other essential documents.
- Assisting educators and staff with administrative tasks, including scheduling meetings, coordinating events, and compiling reports.
- Acting as the first point of contact for parents, students, ensuring professional communication and timely resolution of inquiries.
- Maintaining organized filing systems, both digital and physical, for easy retrieval of information.
- Supporting the school's overall administrative functions to contribute to a well-structured and productive learning environment.

By leveraging tools like Excel and effective organizational skills, I help streamline administrative processes, enabling educators to focus on teaching and student success.

## Education

Berea college of technology

Diploma , Information Technology · (January 2022 - December 2024)

Adams College

High School · (2016 - 2020)