**ZAMATOLO MTOLO**

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# Professional Summary

Versatile and detail-oriented professional with a solid foundation in administrative support and software development. Proven experience in managing executive-level tasks, coordinating office operations, and developing user-centric web and mobile applications using JavaScript, React, Node.js and Python. Quick to adapt in dynamic environments, with a unique ability to blend technical know-how and organizational efficiency to drive results.

# Skills

Technical: HTML, CSS, JavaScript, Python, React.js, Responsive Web Design, Troubleshooting

Administrative: Microsoft Office, Time Management, Problem Solving, Written Communication

Interpersonal: Customer Support, Team Collaboration, Organizational Skills

Multilingual: English, isiZulu, and Afrikaans

# Technical Skills

JavaScript | React | Node.js | Python | PHP (OOP, MVC) | HTML | CSS | Git | VS Code | Firebase | REST APIs | Agile & Scrum

# Professional Experience

**Junior Software Developer Intern**

Capaciti — January 2024 – January 2025

Developed and maintained web and mobile applications using JavaScript, React, and Node.js. Collaborated with cross-functional teams to implement features, debug code, and support deployment processes. Gained practical experience in agile methodologies and user-centered design.

**Personal Assistant to the CEO**

Mbokodo Developments — 2022

Managed schedules, correspondence, and travel arrangements for the CEO. Oversaw daily administrative operations, coordinated internal communications, and ensured confidential and professional handling of executive tasks.

**Personal Assistant / Receptionist & Filing Clerk**

IDada Poultry and Hatchery — 1 year

Handled front desk duties, organized filing systems, and supported day-to-day administrative tasks. Maintained effective communication with clients and internal teams, ensuring operational efficiency and structured documentation.

**Assistant Manager**

Tea Merchant — 2.5 years

Supervised store operations including staff scheduling, inventory management, and customer service. Trained new employees, addressed client concerns, and implemented operational improvements to enhance customer satisfaction and team productivity.

# Education & Certifications

Higher Certificate in Mathematics and Statistics – University of South Africa (Currently Studying)

Software Development Programme – Capaciti (January 2024 – January 2025)

Certificate in International Aviation Support with Cargo – 2017

Certificate in Amadeus and Cabin Crew – 2017

EF SET English Certificate (C2 Proficient) – 2024

# Soft Skills

Time Management | Communication | Problem-Solving | Team Collaboration | Adaptability | Attention to Detail | Organization

# References

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