



Sandakahle Sivungu

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Driver's License 
9707205477087

Gauteng 

[I am looking to obtain a position as an IT support specialist. I have over 12 months' work experience in IT and as a program manager assistant. I am ready to apply my attention to detail, time management, organizational, and relationship building skills]

Skills / Strengths

- Problem-solving and critical thinking
- Teamwork
- Self-efficacy
- Leadership skills
- Good Communication skills
- Attention to detail
- Project management skill
- Organizational skill
- Recommending instructional language skill
- Maintaining documentation skill
- Maintain Workstation
- System admin
- Good Computer skills
- Technical support skills
- Systems and networks skills
- Cloud computing and data analysis skills
- Computer software knowledge
- Troubleshooting and Operation system
- Data capturing and data filing
- Strong work ethic skill
- Improve system performance
- Customer service

Experience

2021-07-01 – 2022-07-01

IT Support and Program manager assistant
Tsatsile Consulting and Ramalo Logistics

- Monitor and maintain computers
- IT Technical assistance
- Install and configure systems software faults
- Troubleshooting and email signature setup
- Data Capturing and Data Filing
- Recruitment

- Program manager assistant
- Phone skill
- Verbal communication

2021-02 – 2021-05

Teachers Assistant

Hindle High School

- *Data Capturing*
- *DATA FILING*
- *CIMIS AND Screening leaners covid 19*
- *Assist student with university application*
- *Assist in Class*

2020-02- 2022-05-

Sales Representative

Capital Growth Company

- *Serves customers selling product*
- *Resolve Customer complaints*
- *Closing sales*
- *Data analysis*

2019-02-05 – 2019-11-28

Student Paramedic

University of Johannesburg

- First aid
- Patient treatment
- Rescue skills
- Patient assessment
- Taking Vital signs



Education

The year 2017

Matric, Nozuko Senior Secondary School

Mthatha City

- Physical sciences, Mathematics
- Life Sciences, Geography
- English (FAL), IsiXhosa (HL)
- Life Orientation

The year 2021

Certificate, Simplilearn and deviare

Data Engineer

- Data Visualization, R programming
- Data analysis, Python



Training and Certifications

[2021-07-01]

YES4Youth Work Readiness Training

[Module Names]

- Customer service
- Marketing
- Time Management
- Digital Persona & Networking

Sonke I-Study

- New Venture Creation NQF 2

Petty coat lane rescue challenge

[2022-07-01]

YES4YOUTH 12 MONTH QUALITY WORK EXPERIENCE



References

Name	Company	Contact Details
Bongani Kufa (Supervisor)	Tsatsile Consulting and Ramalo L	0729386553 Bongani@ramalologistics.com
Leseli Lolwana (CEO)	Tsatsile Consulting	0827861823 leseli@tsatsile.co.za
Mr. Engelbrecht	Hindle High School	0795205412 gretchkag@gmail.com
Jaco Venter	Capital Growth	0829207381 recruitmentcpt@theunlimited.co.za
Mrs. Helen Strachan	University of Johannesburg	0741241547 hstrachan@uj.ac.za