SN

SANDILE NGCOBO

OBJECTIVE

Highly motivated IT graduate, magna cum laude, with a passion for AI, software, and web development. Seeking an internship to apply and expand technical skills, contribute to innovative projects, and gain hands-on experience. Eager to leverage academic excellence and enthusiasm for technology within a dynamic development team.

SKILLS

- Microsoft Office (Excel and Word)
- Troubleshooting
- IT Service Management
- HTML, CSS, and Bootstrap
- Python and C#
- AI prompt Engineering
- Sage Accounting

LANGUAGES

- English | Advanced
- Zulu | Native
- Sotho | Elementary

CONTACT INFORMATION

- ✉ sandisasasa2000@gmail.com
- ⌂ 12 Smanga Close Umlazi H Durban
- ▢ 0738557626
- ⊕ South African
- ▣ www.linkedin.com/in/sandile-ngcobo-97854920b

EXPERIENCE

RECORDS DIGITIZATION INTERN   JAN 2023 - JUN 2024
DEPARTMENT OF HOME AFFAIRS, DURBAN COMMERCIAL . DURBAN COMMERCIAL .

- Captured fingerprints and updated the Track and Trace system, ensuring 98% data accuracy.
- Managed physical and digital records, enhancing accessibility by 20%.
- Provided data capture services on the NPR system, supporting 15% improvement in operational efficiency.
- Implemented a new records management system, improving workflow by 25%

ADMIN ASSISTANT/ICT E-CADRES   NOV 2021 - AUG 2022
ZANDILE PRIMARY SCHOOL. DURBAN UMLAZI.

- Managed reception, greeted visitors, and handled communications professionally, achieving improved visitor satisfaction.
- Troubleshoot hardware, software, network, and operating system issues.
- Managed the reception area and greeted visitors
- Answered phone calls and emails professionally and promptly
- Performed clerical duties: photocopying, faxing, mailing
- Collaborated with administrative staff for smooth office operations
- Data capture using the SA-SAMS system

IT INTERN   - PRESENT
FOWARD SLASH IT. DURBAN .

- Set up and maintain network infrastructure
- Develop and update websites using WordPress, and Bootstrap.
- Assist with Sage Accounting software for financial management tasks
- Configure and install CCTV and security systems
- Diagnose and repair computer hardware and software issues

EDUCATION

INFORMATION TECHNOLOGY DIPLOMA   FEB 2019 - DEC 2021
COMMERCE AND COMPUTER COLLAGE. DURBAN .

- Majored in Software Development with Python and C#, gaining proficiency in scripting and application development.
- Acquired comprehensive knowledge of PC hardware components and assembly, essential for troubleshooting and maintenance in IT environments
- Graduated with Magna Cum laude , 86% pass rate

NATIONAL SENIOR CERTIFICATE (GRADE 12)   JAN 2014 - NOV 2018
LUSIBALUKHULU HIGH. HLOKOZI.

PROJECTS

- Developed a website for a personal trainer using HTML and CSS, hosted on Netlify. Link https://sasapersonalt.netlify.app/
- Created a personal portfolio website, hosted on GitHub Pages. Link https://sandile31.github.io/mysite3/

CERTIFICATIONS & COURSES

ALX AiCE - AI Career Essentials(In Progress) 2024

Emotional Intelligence Online Course(March 2023)

Financial Literary Online course(Currently enrolled) financial services