

# NOMVELO PORTIA MKHABELA

## CONTACT

- 0603564080
- porschetess@icloud.com
- 5 Wit Deep Rd, Delmore, Boksburg, 1401
- [Portfolio](#)

## PROFILE SUMMARY

I am well organized, accountable, responsible, eager to learn, and naturally, take initiative. I have a positive attitude ensuring that deadlines are met all the time. I pay close attention to detail and accept constructive criticism; a dedicated person with the drive to succeed as an individual or within a team. I have the ability to sustain performance in highly pressured competitive situations.

## EDUCATION

2012- 2016

TSAKANE SECONDARY SCHOOL

- Matric - National Senior Certificate

2019 - 2020

UMUZI ACADEMY

- National Certificate in Information Technology: Systems Development
- SAQA ID 48872

## WORK EXPERIENCE

Afrihost

2021 - PRESENT

WhatsApp Agent

- Receiving and promptly responding to clients' queries.
- Providing first-line assistance to clients on fiber, Pure DSL, Fixed LTE, VoIP, and hosting services for websites and emails and fixed line services(Installations, Migrations, and faults.).
- Point person/representative for communicating with the Service Managers on the Fibre Providers' side, sending escalation for activations, order follow-ups, and providing information that may be required by the FNO for either installation orders and migration orders.

## LANGUAGES

- English: Fluent
- IsiZulu: Fluent
- Sesotho: Basics

## CHARACTER REFERENCE

Flossie Phalanyenje  
0793846917

## SKILLS

- HTML5, CSS3
- Javascript, Node.js
- Jasmine, Express.js
- PostgreSQL
- Microsoft Office (Outlook, Excel, Power Point, Word)
- UI Design
- Github
- Confluence & Jira
- Balsamiq & Figma
- Canva
- React & Angular
- Flutter & Dart
- Troubleshooting
- Client support services(Fibre, Fixed LTE, DSL, VoIP, Domain Hosting, Email Hosting Server Hosting)

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# NOMVELO PORTIA MKHABELA

## COVER LETTER

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### DEAR HIRING MANAGER

I am writing to formally express my keen interest in the Junior Designer role that has recently been made available.

I am currently a WhatsApp agent on the floor and I am eager to dive into the design department and gather hands-on experience that will set the foundation for my career building. As a passionate and creative individual with a foundation in website and mobile app development and coding.

From a young age, I have always been fascinated by the power of the internet to connect people and to provide information. This fascination led me to pursue a diploma in Information Technology at the Vaal University of Technology, but could not complete the course due to financial constraints. But I could not let that deter me from my goals, I managed to find an academy that helped me get a National Certificate in Information Technology: Systems Development.

During my time there I gained a solid understanding of HTML5, CSS, and Javascript I got the opportunity to focus mainly on the front-end and giving it functionality that will be connected to the back-end. I am confident in my ability to create visually appealing and user-friendly interfaces that align with the latest design trends and best practices.

While my CV may highlight the fresh onset of my professional journey, I bring a vibrant blend of academic excellence and transferable skills. What sets me apart as a candidate is my ability to combine my technical skills with a strong eye for design and an understanding of how to create an engaging user experience. I believe that a successful website should not only function flawlessly but also captivate its audience and leave a lasting impression.

As a student, I got an opportunity to build several projects and work on the Academy's system for recruitment and project assignments, I had an opportunity to freelance as well and work with a team that was developing a website and a mobile app for a mobile salon called Uzuri and I was dealing with the design and coding the interface for both. The experience I got from both the academy and the freelancing gig helped me hone my ability to collaborate effectively, communicate ideas clearly, and meet deadlines. I am confident that my strong work ethic, attention to detail, and problem-solving skills will make me a valuable asset to your team.

In closing and realizing the limitations of the written page, I want to reiterate my enthusiasm for the Junior Designer role. I am confident that my technical skills, design sensibility, and passion for web design make me an excellent candidate for this role. I would welcome the opportunity to participate in a personal interview to answer any of your questions. Thank you for your time and consideration. I look forward to speaking with you soon.

**SINCERLY**

**Nomvelo Portia Mkhabela**

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