

# MTHUNZI NTOMBIKAYISE MALEBADI

**Devland, Soweto | 0656022243 | mthunzimalebadi@gmail.com**

## Objective

---

Detail-oriented and driven individual with a background in administration and a growing skill set in IT Support and Networking. My previous roles have strengthened my skills in data management, documentation, and communication, while my technical training has given me hands-on experience in troubleshooting, system support, and basic networking. I am passionate about using technology to solve real-world problems and continuously growing my capabilities.

## Experience

### **Capaciti – Digital Associate** *(Current Role)*

- Participating in an intensive digital skills program focused on IT support, data management, and soft skill development.

### **Adcorp – Recruitment Intern** *(June 2024 – May 2025)*

- Captured and maintained candidate records in internal systems
- Conducted outbound calls to screen and schedule candidates
- Managed assessment and verification records using Excel

### **NIL Data Communication – Administrative & Operations Assistant** *(Feb 2019 – Mar 2020)*

- Managed and updated internal records for clients and certifications
- Supervised technical certification exams and filed documentation
- Coordinated travel logistics for international staff and contractors

## Education

- **I Can** – Generic Management NQF Level 4 *(2024 – 2025)*
- **Boston City Campus** – Networking Technician *(2021 – 2022)*
- **Skills Development Corporation** – End User Computing NQF Level 3 *(2019 – 2020)*
- **PJ Simelane Secondary School** – National Senior Certificate *(2013 – 2018)*

## Achievements & Projects

### **Collaborative Projects**

- Edu-Ai – [github.com/MthunziMalebadi/Edu-Ai](https://github.com/MthunziMalebadi/Edu-Ai)
- AI Chatbot – [github.com/MthunziMalebadi/AI-Chatbot](https://github.com/MthunziMalebadi/AI-Chatbot)
- Sentimental Dashboard – [github.com/Safemaxx/Sentimental-dashboard](https://github.com/Safemaxx/Sentimental-dashboard)
- AI Resume Builder – [github.com/Ondela1/AI-Resume-Builders](https://github.com/Ondela1/AI-Resume-Builders)
- Mindmates AURA – [github.com/Ondela1/Mindmates-AURA](https://github.com/Ondela1/Mindmates-AURA)
- Bias Audit Report – [github.com/Ondela1/Bias\\_Audit\\_Report](https://github.com/Ondela1/Bias_Audit_Report)
- Responsible AI for Healthcare – [github.com/Sinesibulo/Responsible-AI-Framework-for-Healthcare-Diagnosis](https://github.com/Sinesibulo/Responsible-AI-Framework-for-Healthcare-Diagnosis)
- AI in Action – [github.com/segaimaribe/AI-In-action](https://github.com/segaimaribe/AI-In-action)

## Independent Projects

- Spiritual Wellness Dashboard – [github.com/MthunziMalebadi/Spiritual-Wellness-Dashboard](https://github.com/MthunziMalebadi/Spiritual-Wellness-Dashboard)
- Snackify Me – [github.com/MthunziMalebadi/Snackify-Me](https://github.com/MthunziMalebadi/Snackify-Me)

---

## Technical and Soft Skills

---

- Windows OS Installation & Troubleshooting
- Basic Python Programming
- Cisco Network Setup (Basic Level)
- Cloud Fundamentals (AWS & Azure – Beginner)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong Verbal & Written Communication
- Team Collaboration & Leadership
- Attention to Detail
- Time & Task Management

## Languages

- English
- IsiZulu
- Sesotho
- IsiXhosa

## References

**Nomthandazo Mathebula** – Adcorp Manager  
Phone: 067 838 6200  
Email: [nomthandazo.mathebula@ican-sa.co.za](mailto:nomthandazo.mathebula@ican-sa.co.za)

**Oarabile Mogase** – Talent Development Coach  
Phone: 021 003 7509 / 079 718 2928  
Email: [oarabile.mogase@capaciti.org.za](mailto:oarabile.mogase@capaciti.org.za)