

SIBUYISELWE CLAIRE SIBIYA

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PROFESSIONAL SUMMARY

Motivated and detail-oriented Information and Communications Technology (ICT) graduate seeking an entry-level or an internship opportunity to gain practical experience and grow in a professional environment. Known for reliability, adaptability, and excellent communication skills. Passionate about learning, teamwork, and using technology to solve real-world problems.

EDUCATION

Durban University of Technology

Diploma in Information and Communications Technology (Applications Development)
2021 – 2024

Menzi High School

National Senior Certificate (Matric)
2014 – 2018

TECHNICAL SKILLS

- Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Microsoft Teams
 - Moodle (basic learning platform usage)
 - Basic software setup and troubleshooting
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CORE SOFT SKILLS

- **Communication:** Clear and professional in both written and verbal communication.
- **Team Collaboration:** Works effectively with others to achieve shared goals.
- **Problem Solving:** Approaches challenges logically and seeks creative solutions.
- **Adaptability:** Quick to learn and adjust to new systems and work environments.
- **Time Management:** Manages multiple priorities while meeting deadlines.
- **Attention to Detail:** Ensures quality, accuracy, and consistency in all work.

- **Leadership:** Demonstrates initiative and responsibility when working independently or leading peers.
 - **Work Ethic:** Dependable, punctual, and committed to continuous learning.
 - **Emotional Intelligence:** Empathetic, respectful, and able to build positive professional relationships.
 - **Decision Making:** Evaluates options carefully and takes thoughtful action.
 - **Conflict Resolution:** Calm and diplomatic under pressure or during disagreements.
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REFERENCES

Mr. H M Sibiyi – Mentor ☎ 061 037 3660
Miss S O Sibiyi – Tutor ☎ 081 751 4775
Miss Y P Mkhize – Teacher ☎ 076 640 1236
