

SINESIPHO ZWENI

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Professional Summary

Detail-oriented Junior Data Analyst Assistant and Administrator with strong analytical and problem-solving abilities. Adaptable, fast-learning, and experienced in supporting operational workflows in dynamic environments while maintaining accuracy and efficiency.

Work Experience

Data Analyst Assistant / Administrator (YES Intern)

Volkswagen Group Africa | May 2025 – April 2026

Managed financial billing processes, safety compliance, administrative duties, and workflow coordination while improving operational efficiency.

Crew Member

McDonald's | September 2018 – January 2021

Delivered customer service, prepared food, maintained hygiene standards, and supported daily restaurant operations.

Merchandiser

PepsiCo | December 2022 – January 2024

Managed stock packing, merchandising displays, product rotation, shelf presentation, and ensured brand visibility across retail stores.

Education

NQF Level 4 – Information Technology & Computer Science (2024)

False Bay College

Skills

Power BI, Microsoft Fabric, SQL, Excel, Data Visualization, Reporting, Office Suite, Web Design Tools

Certifications

Power BI Certification, Microsoft Fabric Certification, Health & Safety Certification

References

Available upon request.