

CURRICULUM VITAE OF THABISO FRANS MATHIELEDZHA

ID No: 0204235058086

Race: African
Address: No 107 Barbara RD Languages: Tshivenda, Xitsonga, Sepedi, Zulu
Homestead Driver's license: Code C1
Primrose Gender: Male
Germiston

Cell No: 068 566 1547 Email: mathieledzhap23@gmail.com
Availability: As soon as possible

EDUCATION HISTORY

Name of school : Tshivhase Secondary School
Highest grade passed : Grade 12
Year : 2020

TERTIARY QUALIFICATIONS

1. Name of institution : University of Venda
Qualification : Bachelor of Science in Computer Science
Year obtained : 2025

GENERAL COMPETENCIES

Knowledge

- Knowledge and understanding of desktop, networking, and voice communication infrastructure.
- Knowledge and understanding of IT help desk operation and program installations. Knowledge of IT first and second line of support.
- MIS, BAS, PERSAL, COLTECH, RUP, Open UP, Agile, SDLC COTS
- Knowledge of Microsoft 365 (Excel, Word)
- Knowledge and understanding of Corporate ICT principles.
- Knowledge and understanding of the monitoring of performance management system.
- Knowledge and understanding of the ICT policies and relevant legislation.
- ETL, SQL, SSIS, T-SQL, ADF
- Knowledge of .NET/C#, Microsoft Fabric, and Python.

Skills

- Strong problem-solving skills and the ability to identify and mitigate risks.
- Strong organisational skills.
- Time management skills
- Strong written and verbal communication
- Database design & Implementation
- Network cabling and telephony system. Security software and hardware.
- Technical support and maintains of the application system(s), hardware and software End
- User Computer and LAN infrastructure principles and topology, Internet protocols, services.
- Routing and switching technologies. ITIL. Procedure, Policies and standards.
- JavaScript Skill, Java, Python, PHP, Net

EMPLOYMENT HISTORY

Name of organization : **University of Venda**

Position : **Institutional Planning and Research Intern**

Period : **April 2026 up to date**

1. Duties

- Support institutional planning, institutional research, and Management Information Systems (MIS) to enable evidence-based decision-making across the university.
- Collect, capture, validate, and maintain institutional data to ensure data quality, integrity, and consistency.
- Coordinate and manage HEMIS reporting and submissions to DHET in compliance with statutory requirements.
- Provide management information and institutional statistics to internal and external stakeholders.
- Conduct data analysis, trend analysis, and benchmarking to assess institutional performance.
- Generate reports on student access, success, retention, throughput, graduation rates, and research outputs.
- Support student enrolment planning, monitoring, forecasting, and projections in collaboration with faculties.
- Contribute to the development of Annual Performance Plans (APPs), operational plans, and institutional scorecards.
- Prepare and analyses data for subsidy funding purposes (teaching inputs/outputs and research grants)
- Develop and maintain interactive dashboards and reports using Power BI and HEDA.
- Provide data insights into strategic, tactical, and operational decision-making.
- Conduct and support institutional research projects, including surveys, tracer studies, benchmarking, and impact assessments.
- Analyses student success and retention data to support academic planning and institutional improvement.
- Apply predictive analytics and forecasting models to support future planning.
- Respond to planned and ad hoc data requests for institutional planning, reporting, and research.
- Support HEMIS audits, compliance monitoring, and reporting to regulatory bodies.
- Maintain and update the institution's academic structure and information systems.
- Monitor the regulatory environment to ensure alignment with policies and emerging requirements.

Name of organization : **Vhembe East District (Vondwe Primary School)**

Position : **ICT Support Technician)**

Period : **8 Months**

1. Duties

- Setup user account on desktop and laptop (mailbox and windows).
- Unlocking password using Admin Pack.
- Setting up desktops, printers, and data projectors.
- Assist in maintaining a service catalogue and standard operating procedures.
- Perform backups information, anti-virus support and offsite storage.
- Perform trouble shooting and diagnosis.
- Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system.

- Perform installation, configuration, testing and upgrade tasks that may require some research and analysis.
- Verify network cabling.
- Perform PC installations and software installations.
- Provide technical support for the configuration, 44 installation, repair and replacement of computers, printers, and telephones.
- Provide support for data migration during computer setup.
- Render IT information management services.
- Plan, develop and improve computer-based information systems.
- Maintain information management systems such as SA SAMS to ensure integrity and security of data.
- Help with ICT related project activities.
- Assist in the development, implementation, and monitoring of ICT policies.

REFERENCES

Contact Person	Position	Telephone/Email
Papama Somgede	Head of Department: MIS	079 514 3708 papama.somgede@univen.ac.za
Aifheli Nemathaga	MIS Specialist	078 539 4997 Aifheli.nemathaga@univen.ac.za
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