Yoliswa Sebothoma

Kwa-Thema, Springs, Johannesburg
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PROFESSIONAL SUMMARY

Motivated and reliable ICT graduate with a Diploma in Application Development. Accurate and detail-focused, with strong data capturing and Microsoft Excel skills and a solid customer service mindset. Hard-working and quick to learn new tools and systems, with a record of seeing tasks through to completion. Eager to join a supportive team where I can learn, contribute and add value from day one.

KEY SKILLS

- Data capturing and data accuracy
- Microsoft Excel (formulas, data analysis), Word and PowerPoint
- Customer service and communication
- Problem-solving and analytical thinking
- Time management
- Teamwork and collaboration
- Adaptability and willingness to learn
- Basic computer literacy and database skills

EDUCATION

Diploma in ICT: Application Development, Walter Sisulu University (January 2022 – December 2025)

Modules: Information Systems, Human Computer Interaction, Application Development, Technical Programming, System Software, IT Skills, Computer Architecture

National Senior Certificate (Matric), Jevu Secondary School (2014 – 2018)

Subjects: Mathematics, Physical Sciences, Life Sciences, IsiZulu, Tourism, English (First Additional Language), Life Orientation, Agricultural Sciences

CERTIFICATES AND COURSES

- Introduction to Data Analysis using Microsoft Excel, Coursera (2026)
- Microsoft Excel Basics, EduCourse (2026)
- Responsive Web Design, FreeCodeCamp (2025)
- Python for Data Science and Foundations (2022)

REFERENCES

Available on request.