

S T E V E N P H I L A N G E N K H O S I M A B U Z A

CONTACT DETAILS

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PERSONAL DETAILS

Gender | Male

Age | 25 years old

ID Number | 0108121700015

Nationality | Swazi

Marital Status | Single

OBJECTIVE

Motivated and detail-oriented IT professional seeking an opportunity to apply technical expertise in system support, software development, system security, and troubleshooting. Passionate about leveraging modern technologies to solve complex challenges, enhance efficiency, and contribute to organizational success. Eager to learn from experienced teams while delivering innovative solutions that align with business goals.

EXPERIENCE

INFORMATION TECHNOLOGY INTERN | National Disaster Risk Management Authority
March – April 2026

- Contributed to the development and writing of design documents for disaster management projects.
- Designed survey questionnaires to capture beneficiary feedback and program outcomes.
- Conducted field data collection from beneficiaries to support monitoring activities.
- Performed data cleaning and analysis, ensuring accuracy and reliability of datasets.
- Prepared comprehensive reports summarizing findings and providing actionable recommendations.
- Ensured proper Windows activation, formatting, and installation of Windows 11 on PCs requiring updates.
- Maintained network connectivity and diagnosed hardware issues, including printers.
- Supported system development and created posters/design materials for organizational use.
- Configured Outlook signatures and provided end-user IT support.
- Assisted in an organizational domain migration, including updating Active Directory user accounts, configuring email aliases/forwarding, and maintaining email continuity during the transition.
- I have worked with NDMA during the transition to NDRMA as Information Technology Intern

Office Administrator | Umelusi FinServ
August – March

- Managed and organized incoming and outgoing financial transactions.
- Maintained accurate records of payments, receipts, and financial documentation.
- Processed administrative paperwork and ensured compliance with company procedures.
- Coordinated office operations and supported daily business activities.
- Monitored transaction flow and resolved discrepancies when required.
- Prepared reports and maintained filing systems for easy access to financial records.
- Assisted clients and staff with administrative and transaction-related inquiries.

OTHER INFORMATION

EDUCATION

Associate degree in Information Technology | Limkokwing University Creative Technology
(2026) Done.

National Senior Certificate (EGCSE) | Woodlands High School
(2018 - 2020).

Secondary (IGCSE) | Woodlands High School
(2015-2017)

-Obtained a first class, in my secondary results in form 3.

SKILLS AND COMPETENCIES

• Proficient with Microsoft Excel, Word, PowerPoint, Programming (web Application Development, PHP, JavaScript and CSS), System Security, Data Communication, Database Management, Web-press and Photo-shop.

- Good Planning and Organizing Skills
- Leadership skills
- Communication
- Teamwork
- Computer skills
- Critical and Analytical Thinking
- Confident and ability to multi-task
- Upholding Standards/Ethics
- Flexibility/Adaptability
- Initiative/Independence
- Drive for Results
- Coping with pressure and setbacks
- Diligence
- Time management skills
- Diversity and Inclusiveness
- Good Driving Skills

PROJECTS DONE

- Portfolio (www.stevenmabuza.com)
- Website (www.isiphilofragrances.com)

REFERENCES

- Mbhekile Masuku (+268 7639 4648)
- Gugu (+268 7908 2207)
- Bonkhe Mnchobokazi (+268 7621 9522)