

# BONGIWE MAKAMU

Final year- BSc degree in Chemistry and Computer Science

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## PROFILE

I am an Analytical and detail-oriented final-year BSc student majoring in Chemistry and Computer Science, with a strong interest in Business and Systems Analysis. I am skilled in problem-solving, requirements documentation, basic SQL, and process thinking. I also hold a Virtual Assistant certificate and experience managing a small home-based business, demonstrating organisation, stakeholder communication, and operational improvement. I am seeking a Junior or Graduate Business Analyst opportunity to bridge business needs with technical solutions.

## EDUCATION

University of South Africa

**BSc in Chemistry and Computer Science | 2023 - Present**

Metropolitan College

**Matriculation | 2012**

## Certifications

**Virtual Assistance – ALX**

**Introduction to Coding – SheCodes**

**Web Development – SheCodes**

**Responsive Web Development – SheCodes**

**React Development – SheCodes**

## SKILLS

### Technical Skills

- |                                   |        |                              |
|-----------------------------------|--------|------------------------------|
| • Microsoft Workspace             | • HTML | • Process flow documentation |
| • Basic systems analysis concepts | • SQL  | • UML diagram creation       |
|                                   |        | • Tableau/Power BI           |

### Business Analysis Skills

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|---|------------------------------------|-------------------------------|
| • Business requirements analysis              | • Process analysis and improvement | • Documentation and reporting |
| • Problem identification and solution mapping | • Stakeholder communication        | • Systems thinking            |
|   |                                    | • Attention to detail         |

### Soft Skills

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|--|-------------------|-----------------------|
| • Clear written and verbal communication | • Problem solving | • Adaptability        |
| • Fast learner                           | • Time management | • Attention to detail |

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## WORK EXPERIENCE

### **Small Business Owner | Sublimation and Printing**

**2024 to Present**

- Manage a home based sublimation business producing customised products
- Oversee customer orders, design work and daily operations
- Develop marketing content to attract and retain clients
- Handle financial management, pricing and budgeting

### **Shop Assistant | Luckys Wholesalers Kabokweni**

**Feb 2022 to Oct 2022**

- Assisted customers with product selection and provided product information
- Maintained clean, organised and fully stocked shelves
- Monitored inventory levels and reported low stock items
- Handled deliveries, unpacked goods and organised new stock

### **Cashier and Customer Service | KWIKSPAR Arcadia**

**Jul 2016 to Sep 2018**

- Operated POS systems for cash, card and mobile payments
- Assisted customers with purchases, queries and complaints
- Maintained accurate cash and sales records
- Supported stock management and ensured store organisation
- Collaborated with team members to meet daily targets

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## UNIVERSITY ASSIGNMENTS AND PROJECTS

### **•UML Modelling Projects**

Created UML diagrams including Use case, Activity and Class diagrams to represent system requirements for a small online shopping platform.

### **• Basic Programming Tasks**

• Completed introductory programming exercises involving variables, loops, conditionals and simple problem solving.

### **• Database Introduction Project**

• Worked on basic database concepts including tables, data types and simple queries using theoretical SQL examples.

### **• Computer Literacy Practical Assignments**

• Completed tasks involving Word document formatting, Excel spreadsheets, Formulas and PowerPoint presentations.