

Malehu Johanna Segoapa *Data Analytics*

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Professional Summary

Motivated and detail-oriented Business Management graduate with experience as a Digital Associate at CAPACITI, supporting data-driven business operations through reporting, documentation, and digital systems. Strong interest in Data Analysis and Business Analysis, with foundational skills in data handling, process support, and analytical thinking. Proficient in Excel, SQL, Python, and Power BI for reporting, data analysis, and business insights. Passionate about improving processes, supporting decision-making, and contributing to business performance through technology.

Professional Experience

Data Analytics Associate | CAPACITI

2025 – Present

- Leveraged Excel, SQL, Python, and Power BI to analyse and visualize data, improving reporting accuracy and efficiency.
- Developed dashboards and reports that provided actionable insights to support business decision-making.
- Streamlined data collection and validation processes, reducing reporting errors by X% (if you have a figure, insert it).
- Collaborated with cross-functional teams to enhance digital solutions, improving operational workflows.

Digital Associate | CAPACITI

2025

- Utilized Excel and digital tools to maintain accurate documentation and support business operations.
- Assisted in UI/UX testing and data verification, contributing to more user-friendly digital platforms.
- Supported process improvements in digital initiatives, helping reduce turnaround time for reporting tasks.
- Coordinated with team members to implement technology-driven solutions that enhanced operational efficiency.

Education

2025

Full Stack Development Certificate

FNB App Academy

Completed professional training in Full Stack Web Development, covering front- end and back-end technologies, app development, and collaborative software practices.

2023

N4-N6 in Business Management

Gauteng City College

Key Subjects: Entrepreneurship & Business Management, Public Relations, Labour Relations, Financial Accounting, Sales Management, Communication, Computer Practice

Key Skills

- Data Analysis & Reporting: Excel, SQL, Python, Power BI
- Business & Process Analysis: Requirements gathering, process optimization, reporting
- Digital Operations: UI/UX testing, documentation, digital tools
- Soft Skills: Communication, problem-solving, cross-functional collaboration

Projects & Achievements

- Sales Dashboard: Developed a dashboard to analyse sales data, track performance, and generate actionable insights.
- AI Generator Hub: Developed AI-powered content tools for creativity and automation.
- Dashboard Sentiment: Built visual analytics dashboards to interpret user feedback.
- Resume Builder: Created an automated platform to help users design professional CVs.
- Chatbot: Designed and implemented a chatbot for interactive user support and engagement.
- EduManagement System: Developed a student management platform to assist teachers with administration and tracking student performance.

References

Omphile Ratswele
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