

# Kgothatso Mogale

## BUSINESS MANAGEMENT GRADUATE

**Die Hoewes, Centurion | 082-443-7085 | [kgothatso.m1997@gmail.com](mailto:kgothatso.m1997@gmail.com)**

### Summary

I am a Business Management Graduate (Ndip). I graduated from Rosebank College in 2019. Since then, I have gained work experience in Administration, Sales, and Customer Service. I have enrolled in a Software Engineering Program with ALX Africa, and I am due to graduate at the end of July 2024. I am driven, willing to learn, adaptable, and a good communicator. I am good at problem solving, managing time and tasks, and very reliable. I have a driver's license and access to a vehicle.

### Experience

<b>Game Retail Store  Retail Cashier</b>	<b>2022/11 – 2023/03</b>
<ul style="list-style-type: none"><li>Resolve customer complaints and queries.</li><li>Record sales and process payments.</li><li>Process refunds and discount purchases.</li><li>Product promotion.</li></ul>	
<b>Department of Education   Administrative Intern</b>	<b>2020/11 – 2021/11</b>
<ul style="list-style-type: none"><li>Receive, Assess, Organize and File applications.</li><li>Provide feedback on application outcomes.</li><li>Respond to client queries and complaints.</li><li>Financial bookkeeping.</li><li>Assist with in-office inquiries.</li></ul>	
<b>News Café   Bartender</b>	<b>2020/01 – 2020/09</b>
<ul style="list-style-type: none"><li>Provide professional customer service.</li><li>Fulfil customer requests.</li><li>Process payments and refunds.</li><li>Perform inventory duties.</li></ul>	

### Education

<b>Rosebank College, Ndip Business Management</b>	<b>2019</b>
Majors: Business Management, Computer Literacy, Entrepreneurship & Marketing.	
<b>Software Engineering Program, ALX Africa</b>	<b>2024</b>
Majors: Python, C, JavaScript, Java, SQL   Specialization: Front-End Development.	

## References

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- Desmond Nkambule | Department of Education | 082 562 7070
- Lungelo Ndlovu | Department of Education | 067 993 3356
- Josiah Ditshego | Department of Education | 073 134 8738