

Curriculum Vitae – Lerato Mahlangu

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PROFILE

I am a young, vibrant and ambitious female who is prepared to achieve the desired goals of the job description. I adhere carefully to management orders and willing to go an extra mile to complete my task. I am seeking employment in a company where I can use my experience, knowledge and skills to grow for the benefit of the company.

EDUCATIONAL BACKGROUND

Year: 2015-2017 (Completed)
Qualification: BA Development and Management (Public governance and Politics with law)
Institution: North West university Vaal triangle campus

Year: 2013
Qualification: Matric
Institution: Lushaba Secondary School
Subjects: English 1st additional language
IsiZulu home language
Life Orientation
Mathematics
Physical sciences
Life sciences
Agricultural sciences

SKILLS AND COMPETENCIES

- Time management
- Communication skills (With clients and team members)
- Hard working
- Telephonic skills
- Computing Skills (Microsoft word, Excel, PowerPoint)
- Flexible and Trustworthy
- Leadership skills
- Writing skills

Experience

Company Name: Mapungubwe Institute for Strategic Reflection (MISTRA)
Designation- Research Intern

Duties

- Minute taking;
- Report writing;
- Follow up with service providers;
- Assist with project administration- RSVP's, getting quotations and payment processes;
- Getting possible donors for events;
- Assist with registrations and welcoming of guests during our book launches;
- Co-authored a chapter; amend chapter references and acronyms;
- Data capturing;
- Published an article.

References

Zamanzima Mazibuko-Makena: Senior researcher
Contact details: 0782248860

Duduetsang Mokoale: Researcher
Contact details: 0724243889