

Samgelo Motaung

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Soweto, Gauteng

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About

Ambitious and results-driven Retail Business Management undergraduate with over 2 years of professional experience across diverse organizations. Skilled in organizational excellence, problem-solving, and leading initiatives with minimal supervision. Committed to applying strong theoretical knowledge and practical skills to support business growth, improve operational efficiency, and contribute to organizational success. Currently seeking a graduate role in business management within a dynamic company that values innovation, development, and growth.

Experience

Project Management Intern

Thato Ya'One | July 2024 – October 2024

During this internship, I assisted in the planning and implementation of projects, coordinating tasks and ensuring deliverables were met within scope and timelines. I supported risk management efforts to minimize potential issues and maintained organizational visibility by managing social media platforms. My role also involved liaising with stakeholders to address project needs and building partnerships with public, private, and nonprofit agencies through presentations, networking, and community engagement initiatives.

Volunteer Assistant (Tutor & Mentor)

New Wave Academy | January 2021 – November 2021

As a volunteer assistant, I offered afternoon tutoring sessions for Grade 8–12 learners, providing support with homework, assignments, projects, and exam preparation. I also organized extra lessons and weekend classes designed to motivate and uplift learners, helping them improve academically while keeping them engaged in positive activities. This experience strengthened my ability to lead, mentor, and create a supportive learning environment.

Administrator

KCA Radio Station | January 2021 – July 2021

In this role, I managed administrative responsibilities such as student registrations, staff attendance records, and bookkeeping. I ensured the availability of resources and equipment required for radio presentations while coordinating daily logistics. My responsibilities also included assisting staff with operational tasks and errands to support smooth day-to-day activities at the station.

Education

National Diploma in Retail Business Management

Sol Plaatje University | 2022 – 2024

Advanced Diploma in Management

Sol Plaatje University | In Progress

Skills and Attributes

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong customer service and client relations skills
- Analytical and numerical ability for data-driven decision-making
- Effective problem-solving and critical-thinking capabilities
- Excellent communication skills, both written and verbal
- Collaborative team player with leadership potential
- Strong time management and organizational abilities