

# MAPULA MICHELL LEKGANYANE

## OBJECTIVE

• A self-motivated, hardworking graduate in Information Technology. I Seek a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. Highly skilled in communication, teamwork and technical documentation.

## EDUCATION

- **Richfield Graduate Institute of Technology**  
*2021*  
Bachelor of Science in Information Technology  
Systems Engineering
- **Makgoka High School**  
*2018*  
Grade 12/National Senior Certificate  
Mathematics, Physical Science, Life Science, Geography,  
English and Sepedi

## EXPERIENCE

- **Department Of Home Affairs**  
*24/12/2022 - 31/10/25*  
Team Leader  
Digitization of Department of Home Affairs civic old paper records  
-supervise day to day activities  
-Duty allocation  
-manage performance  
-provide daily/weekly reports
- **Express stores**  
*28/12/2021 - 11/01/2022*  
Retail Sales Assistant  
•Assist customers with purchases by identifying their needs, showing or demonstrating merchandise, receiving payment, recording sales, and wrapping their purchases or arranging for their delivery.

## CONTACT

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Mamelodi Gem Valley ext 2  
Pretoria  
0122

## SKILLS

- Computer literacy (MS Office Skills)
- Advanced Computer Skills
- Basic Computer Skills

## REFERENCE

- **Jane Magagane - "Express Stores"**  
Manager  
(015) 267-0149

## DRIVING LICENCE

- C1