

NEO KABELO LEHOKO

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Professional Summary

IT and business analytics graduate with a strong foundation in digital technology, data analysis, and business analysis. Passionate about applying digital tools and data-driven insights to deliver real-world solutions and improve business outcomes. Experienced in data exploration, reporting, systems support, and process analysis, with growing exposure to Business Intelligence, Power BI, SQL, Azure, and automation tools. A proactive self-starter with excellent communication skills, a strong learning mindset, and the ability to work independently and collaboratively in fast-paced professional environments.

Core Skills and Competencies

- Data Collection, Exploration & Analysis
- Business Intelligence Fundamentals
- Excel (Advanced Formulas, Pivot Tables, VLOOKUP, Data Validation)
- SQL / SQL Server (Queries, Joins, Filtering)
- Python (Data Analysis Fundamentals)
- Data Visualization (Power BI – Dashboards, Basic DAX Concepts)
- Reporting & Insight Presentation
- Business & Process Analysis
- Requirements Gathering & Documentation
- IT Systems & Technical Support
- Cloud Platforms (Microsoft Azure – Foundational Knowledge, AWS)
- Software Development Fundamentals (C#, HTML, CSS)
- Problem-Solving, Analytical Thinking & Attention to Quality

Professional Experience

Data Science Practitioner Learner | PRAESIGNIS - Randburg | June 2025 – Current

- Collected, cleaned, and analyzed datasets to identify trends and patterns supporting business problem-solving.
- Applied Python and SQL for data manipulation and analysis tasks.
- Created basic data visualizations using Excel and Power BI to communicate insights clearly.
- Gain exposure to statistical analysis and machine learning fundamentals.
- Documented findings and presented results in a structured, decision-support format.

IT Support Intern | CENTLEC – Bloemfontein | May 2023 – April 2024

- Provided first-line IT support to end-users, resolving hardware and software issues efficiently.
- Logged, tracked, and reported service requests using CRM systems, ensuring accurate data records.
- Assisted with network troubleshooting, system maintenance, and user account administration.
- Produced incident and service reports to support operational monitoring and decision-making.
- Developed strong communication and analytical skills in a fast-paced, service-oriented environment.

Education

Advanced Diploma in Business Analysis | February – November 2025 | MANCOSA

- Business Process Modelling & Analysis
- Business Requirements Documentation
- Strategy Analysis & Solution Assessment
- Enterprise Analysis
- Practical experience using Lucid chart, Visio, and SharePoint
- Identified automation opportunities using RPA concepts

Diploma in Information Technology (Software Development) | February 2019 – November 2022 | Central University of Technology

- Programming, Databases, and Software Engineering
- Web Development (HTML, CSS, C#)
- IT Essentials & Communication Networks
- Data and Systems Fundamentals

National Senior Certificate | January 2014 – December 2018 | Germiston High School

- English Home Language
- Afrikaans First Additional Language
- Mathematics
- Life Orientation
- Computer Application Technology
- Life Sciences
- Physical Sciences

Certifications

- AWS Cloud Practitioner
- FNB APP Academy – Full Stack Development
- Huawei 5G Technologies Basic Training
- Career Essentials in Cybersecurity by Microsoft and LinkedIn

Additional Information

Other languages: Afrikaans, Sesotho and Isizulu

Driver's License: Code B

References

Piet Mohlapoli - IP Telephony Specialist at Centlec - 051 409 2305 pietmohlapoli@centlec.co.za

Molly Josane - Server Hardware Specialist at Centlec - 051 409 2378 mollyjosane@centlec.co.za

Moganwa Mabitsele - General Office Administrator at Praesignis - 011 022 6812

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