

TEBOGO MOKEBE

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LinkedIn: linkedin.com/in/tebogo-mokebe | GitHub: github.com/tebogo-mokebe |
Portfolio <https://github.com/tebogo-mokebe/tebogo-mokebe-data-analytics-portfolio>)

PROFESSIONAL PROFILE

HR graduate transitioning into data analytics and people analytics. Strong foundation in human resource management combined with self-taught skills in Excel(advanced), SQL(MySQL), and Python (Pandas/Seaborn) for data cleaning, analysis, visualization, and insight generation. Built a portfolio focused on employee attrition analysis, identifying drivers of turnover, satisfaction, and equity. Detail-oriented, highly organised, and passionate about using data to support employee retention and organisational growth.

EDUCATION & CERTIFICATIONS

Bachelor of Arts in Human Resource Management – North-West University

Data Analytics: Beginner to Advanced – 2026

HRIS Analyst Certificate – 2025

Microsoft Excel: Beginner to Advanced – 2025

Matric – 2016

CORE COMPETENCIES

- Data Cleaning & Preparation (Excel, Python)
 - Data Analysis & Reporting (PivotTables, SQL Queries, Python EDA)
 - Data Visualization & Dashboards (Charts, Slicers, Seaborn)
 - HR/People Analytics (Attrition, Engagement, Equity, Satisfaction)
 - Stakeholder Communication & Reporting
 - Organisational & Time Management
 - Attention to Detail & Accuracy
 - Team Collaboration
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TECHNICAL SKILLS

- Microsoft Excel (Advanced: PivotTables, Power Query, Slicers, Charts)
- SQL (MySQL: Joins, Aggregations, CTEs, Views, Stored Procedures)
- Python (Pandas, NumPy, Matplotlib, Seaborn for EDA & Visualisation)
- Microsoft Word, PowerPoint
- HRIS & Data Systems (Basic–Intermediate)

- Email & Calendar Management
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WORK EXPERIENCE

E-Hailing Driver – Bolt 2022 - 2025

- Analysed trip data, customer feedback, and performance metrics to optimise routes and maintain high satisfaction ratings.
 - Maintained accurate daily records of trips, payments, and key performance indicators in a fast-paced environment.
 - Demonstrated strong problem-solving and decision-making under time pressure.
 - Communicated effectively with diverse clients, building transferable stakeholder engagement skills.
 - Ensured compliance with company policies and accurate documentation.
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LANGUAGES

English | Afrikaans | Sesotho | isiZulu

CAREER OBJECTIVE

To secure an entry-level Data Analyst, Junior People Analytics Analyst, or HR Reporting role where I can apply my HR background and data skills in Excel, SQL, and Python to generate actionable insights on employee retention, engagement, and organizational performance.

REFERENCES

1. MS K MALEBANE, ADMINISTRATOR, SA MACHANICAL ENGINEERING

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2. MS TSHEPISO TLHAGALE, MENTOR

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3. MR S NOBONGOZA, LRCTURER, UNIVERSITY OF FREE STATE

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