Lethabo Mampe Mokgalaka

Phone: 068 477 2425   **Email:** lethabomokgalaka.lm@gmail.com

PROFESSIONAL SUMMARY

Dedicated Business Information Systems graduate. Proficient in MS Office and SQL. Possess solid skills in stakeholder engagement and communication. Currently expanding my skills through a Data Analytics course and teaching myself coding languages such as HTML and CSS to strengthen my technical foundation. Passionate about contributing to dynamic teams through attention to detail, initiative, and a proactive attitude. Seeking an entry level opportunity to apply my academic knowledge and gain hands-on experience in a professional environment

EDUCATION

Bachelor of Information Technology in Business Systems   **2023**

IIE Rosebank College

Relevant coursework: Business Analysis, Business Management, Applied Communication

Matric Certificate   **2018**

Pretoria High School for Girls

KEY COMPETENCIES & ATTRIBUTES

- Good Verbal and Written communication
- Attention to Detail
- Initiative and Action-Oriented
- Stakeholder Engagement
- Problem Solving and Analytical Thinking
- Ethics and Professionalism
- Adaptability and Willingness to Learn

TECHNICAL SKILLS

- MS Office (Word, Excel, Powerpoint)
- MS Coordination
- HTML (Basic)
- CSS (Basic)

EXPERIENCE

Business Analyst | Work Integrated Learning   **2022**

- Gathering, analysing, and documenting business requirements
- Effectively communicate with stakeholders to bridge gap between business needs and technical solutions
- Work with cross-functional teams, including IT, finance, and operation

Leadership Role-Campus Life Committee (Social and Cultural)   **2022**

- Planned and Executed campus events, managing logistics and stakeholder coordination
- Led a sub-committee and collaborated with students and campus management for successful event execution

- Reported on activities and engagement metrics to evaluate program impact

CERTIFICATION

- **Data Analytics (In Progress) -** ALX

ADDITIONAL INFORMATION

- **Reference:** Available Upon Request
- **Citizenship:** South African
- **Language:** English (Fluent)
- **Availability:** Immediately