

# LITHA GAXELA

Aspiring Construction Professional |  
BSc (Construction Economics & Management)  
Candidate | Allan Gray Candidate Fellow

## CONTACT

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📍 28 Meulenhof Court , Forest Hill  
Vine St, Mowbray, Cape Town, 7705

## EDUCATION

### University of Cape Town

BSc Construction Studies  
2023 - Present

### Selborne College

National Senior Certificate  
2017 - 2021

## SKILLS

- Management Skills
- Communication Skills
- Team Collaboration
- Negotiation
- Critical Thinking
- Leadership
- Administrative Proficiency
- Time management

## LANGUAGE

English

IsiXhosa

Setswana

## ABOUT ME

I am motivated and detail-oriented with a firm commitment to professional growth within the built environment. Currently pursuing a BSc in Construction Economics and Management at the University of Cape Town, I bring a strong foundation in communication, organisation, and ethical conduct. Through academic exposure and practical in-service training, I have developed a results-driven mindset, thrive under pressure, and am dedicated to continuous learning and excellence in all tasks undertaken.

## EXPERIENCE

### WBHO Construction

In-Service Trainee | 2024

- Assisted with site documentation and administrative control
- Observed Health & Safety procedures and compliance measures
- Participated in site inductions and contractor coordination
- Supported safety officers and laboratory inspections
- Gained exposure to on-site project management and issue resolution

### Makwande Africa Consulting

In-Service Trainee June - July 2023

- Supported procurement and tender documentation processes
- Performed administrative, reception, and office communication tasks
- Attended site meetings and shadowed senior project managers
- Gained insight into quantity surveying procedures and client engagement

## EXPERIENCE

### Association of Built Environment Students

Sub-committee & Association Member

| 2025

- Delivered frontline customer engagement and advisory services
- Processed sales transactions and operated point-of-sale systems
- Supported store presentation and stock management

### Groeneveld Civils and Construction

In- service trainee

| 2025

- Developed practical problem-solving skills in adapting to on-site challenges.
- Assisted with stormwater and drainage system installation, including pipe laying and manholes.
- Hands on experience in excavation , earthworks, compaction and levelling
- Supported paving works, including setting out, sub-base preparation, and block paving.

### Hanks Olde Irish Bar

Bartender

| 2025

- Provided customer service by preparing and serving beverages professionally.
- Maintained bar cleanliness, stock control, and cash handling.
- Assisted with mixology and cocktail preparation to customer specifications.
- Ensured compliance with health, safety, and liquor regulations.
- Built strong communication and teamwork skills in a fast-paced environment.

## COMPUTER LITERACY

- Microsoft Office 365
- Microsoft Explorer
- Outlook Express
- Unibase Management Systems
- Microsoft Teams,
- Zoom
- Excel , Word and Powerpoint

## INTEREST / HOBBIES

- Movies
- Sports
- Photography

## OTHER

- Drivers Licence Code 8
- Digital Marketing

## EXPERIENCE

### Eternal Scent

Sales & Customer Consultant

June - July 2024

- Delivered frontline customer engagement and advisory services
- Processed sales transactions and operated point-of-sale systems
- Supported store presentation and stock management

### Pick n' Pay Retail Park

Retail Assistant

Dec 2023 - Jan 2024

- Conducted stock replenishment and merchandise display
- Performed inventory handling, housekeeping, and waste control
- Delivered high-quality customer assistance and store closing support

### The Waffle Mill

Waitron & Customer Service

| 2022

- Engaged with patrons, processed orders and table billing
- Maintained cleanliness standards and supported marketing initiatives
- Assisted with food preparation and front-of-house operations

## REFERENCES

### Patricia Swartbooi

Health & Safety Officer – WBHO

**Email :** Patricia.Swartbooi@wbho.co.za

### Preshaan Premlal

Director Makwande Africa Consulting

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### Pick n' Pay Retail Park

General Contact Details

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### Ms B Kelepu

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