

AMOGELANG EDITH MATABANE

Daveyton, Benoni, Gauteng

+27655766266

edithmatabane@gmail.com

<https://www.linkedin.com/in/amogelang-edith-1774022b0>

Economic Analyst | Data Analyst | Tutor | Pricing & Procurement Support Intern

PROFESSIONAL SUMMARY

I am a Bachelor of Commerce in Economics graduate from the University of Limpopo, with a solid academic foundation in financial reporting, data analysis, statistics, costing, and research. Through my university studies and workplace learning experience, I have developed strong collaborative, networking, and administrative skills. I am driven by goals and motivated to succeed in dynamic, challenging environments that foster growth and professional development. I actively seek opportunities within forward-thinking organizations where I can contribute meaningfully, apply my expertise, and continue to expand my skills while supporting organizational success.

CORE COMPETENCIES AND ACHIEVEMENTS

- Exceptional communication skills & interpersonal skills
- Advanced expertise in Microsoft Applications & Computer Literacy
- Problem-Solving skills & Analytical thinking skills
- Record keeping & Reporting Accuracy
- Teamwork & Collaboration
- Administrative & Operational support skills
- SAP knowledge and system proficiency
- Performance and deadline driven
- Attention to detail

EDUCATION

- Bachelor of Commerce in Economics, University of Limpopo, 2023.
 - Major Modules: Development Economics, Monetary Economics, International Economics, Public sector Economics & Econometrics
- National Senior Certificate (Matric), Phandimfundo Secondary School, 2017.
 - Subjects: Sepedi Home language, English First Additional Language; Mathematics, Life Orientation Economics, Physical Sciences & Life Science

EXPERIENCE

Daimler Truck Southern Africa (DTSA) - TruckStore

08/2025–07/2026

Pricing & Procurement Support Intern

- Provided administrative and financial support to sales and finance teams by managing queries related to vehicle allocation, reservations, invoicing, registration, and deliveries.
- Prepared and maintained stocking reports, financial reports, and management presentations
- Account reconciliations, including open items and payments from Daimler Trucks Financial services (DTFS), ensuring accuracy and completeness.
- Processed payments and invoices, while managing lease pipelines and maintaining supporting documentation
- Supported dealer and customer queries, ensuring timely and accurate resolution
- Pricing and Non-Standard Residual Values (NRV) report preparations
- Direct Buy-back tracking and management
- Market research and analysis in terms of monitoring shifting market trends
- Analysed and reported on Key Performance Indicators (KPIs) related to pricing, inventory valuation, and stock management metrics
- Assisted with pricing analysis and preparation on non-standard residual value reports
- Conducted market research and trend analysis to support pricing and business strategy decisions.
- Analysed and reported on key performance indicators (KPI) related to pricing, inventory valuation, and stock management

- Customer billing on damages in accordance with distribution policies
- Assisted with order processing, invoice verification, and supplier coordination
- Performed financial calculations (T- Calculations) for DTFS vehicle maturities and trade-ins
- Conducted budgeting, forecasting, and variance analysis to enhance financial control and cost management
- Utilised SAP ERP system for purchase requisitions, purchase orders, budget adjustments, profitability and cost tracking for different cost centres
- Maintained and improved financial processes, controls and documentation to ensure efficiency and compliance

PLKCHISANYAMA

10/2023-05/2024

Cashier

- Handled cash, card and digital transactions accurately through POS (Point of sale) and recording sales
- Balanced cash drawer and reconciled daily sales records
- Monitored stock levels on shelves and reported shortages
- Verified product prices, discounts, and promotions accurately
- Performed bar closing duties, thoroughly cleaning, sanitizing and replenishing stock
- Maintaining general housekeeping standards (including cleaning of the store)
- Recorded and tracked transaction to support audit and compliance processes

UNIVERSITY OF LIMPOPO

06/2023-10/2023

STUDENT ASSISTANT/INVIGILATOR

- Exam set-up
- Paper Management, distributing, collecting and securing papers.
- Monitoring and Supervision
- Reporting any irregularities or suspected malpractice to authorities
- Candidate assistance in queries and providing guidance without compromising exam integrity.

TRAINING AND PROFESSIONAL DEVELOPMENT

- Digital Literacy - Microsoft Office (2022)
- Cisco Certifications (2025):
 - Digital Awareness
 - Using Computers & Mobile Devices
 - Digital Content Creation & Online Collaboration

TECHNICAL & ANALYTICAL TOOLS

- Advanced Microsoft Excel & Microsoft PowerPoint (pivot tables, VLOOKUP/Xlookup, formulas, dashboards)
- Power BI (Data Visualisation & Dashboards)
- SAP ERP System (KO22, K001, K001, ME23N, ME23, KOH1, KOH2, KOK3 etc)
- Microsoft Teams & Zoom
- Basic SQL (Beginner)

REFERENCES

- Bridget Mokgokong CA(SA) - Financial Controller (Daimler Truck Southern Africa)
 ☎ +27 (0) 68 410 0476
 ✉ bridget.mokgokong@daimlertruck.com
- Mr Mthobisi Dlamini - Pricing & Residual value Manager (Daimler Truck)
 ☎ 082 827 8859
 ✉ mthobisi.dlamini@daimlertruck.com
- Mmantwagatse Dictation Makola
 Administrator, School of Economics and Management
 ☎ 015 268 3123
 ✉ mmantwagatse.makola@ul.ac.za