

LERATO CANDY MASHEGO

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PROFESSIONAL PROFILE

Motivated and adaptable Bachelor of Social Science graduate with majors in Industrial Psychology and Sociology, seeking an opportunity to gain practical workplace experience through the YES Programme. Brings a foundation in administration, research, information management, communication and teamwork developed through university projects. Able to collect and organise information, prepare reports, use Microsoft Office and work responsibly with records. Eager to learn, contribute to a team, build new skills and gain experience in a professional environment across different sectors.

EDUCATION

University of the Free State — Bachelor of Social Science

Majors: Industrial Psychology and Sociology | Completed: 2025

Mbulelo Benekane S.S.S — National Senior Certificate (Grade 12)

Completed: 2021 | Subjects included English, isiXhosa, Life Sciences, Agricultural Sciences, History, Mathematical Literacy and Life Orientation

KEY SKILLS

- Administrative support and general office tasks
- Data capturing, information organisation and records management
- Research, information gathering and basic data analysis
- Report writing and presentations
- Microsoft Word, Excel and PowerPoint; SPSS
- Written and verbal communication
- Teamwork, collaboration and interpersonal skills
- Planning, organisation and time management
- Problem-solving, attention to detail and accuracy
- Confidentiality, professionalism and responsible handling of information
- Adaptability, initiative and willingness to learn
- Basic knowledge of South African labour legislation: LRA, BCEA, EEA and POPIA

UNIVERSITY PROJECT EXPERIENCE

University of the Free State | 2024

- Planned and coordinated project activities to meet deadlines and complete assigned tasks.
- Collected, captured, organised and analysed research information accurately.
- Used qualitative and quantitative research methods as part of university project work.
- Prepared reports and presentations using Microsoft Office.
- Worked with team members, communicated information clearly and contributed to shared project objectives.
- Maintained accurate records and handled information responsibly and confidentially.

PROFESSIONAL STRENGTHS

Reliable and organised • Willing to learn • Adaptable to new tasks and environments • Responsible • Detail-oriented • Able to work independently and in a team • Strong work ethic

CAREER OBJECTIVE

To make a positive contribution to a host organisation while gaining practical workplace experience, developing transferable skills and learning from experienced colleagues during the 12-month YES Programme.

REFERENCES

Prof. Sethulego Matebesi — Academic Head of Department, University of the Free State | Tel: +27 51 401 2590

Mr. Werner Landman — Academic Advisor, University of the Free State | Tel: +27 51 401 3825

Prof. Mogomme Masoga — Dean, Faculty of the Humanities, University of the Free State | Tel: +27 51 401 2240