

HLABANGWANA HLAUTELO

Motivated B.A. Public Governance With Public Administration graduate (NQF 7) from North-West University seeking an internship to leverage my knowledge in Public Administration. I aim to contribute to effective administrative processes while gaining practical experience and enhancing my understanding of organizational policies and regulations.

revelationcorsa@gmail.com 0655647238 Alexandra, Gauteng

EDUCATION

North West university

Feb 2023 - May 2026

Bachelor of Arts in public governance with public administration in

Ximunwana high school

Jan 2021 - Dec 2021

Matric / Grade 12 in

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace
- Data Capturing & Records Management • Time Management & Multitasking
- Strong Customer Service & Communication Skills • Problem Solving & Critical Thinking
- Professional Attributes: High ethical integrity, meticulous attention to detail, strong communication skills,

LANGUAGES

• English (Fluent) • Xitsonga (Fluent) • Venda (Basic) • isiZulu (Basic)

REFERENCES

Miss Alicia Nkuna, Lecturer

| 0699642707

Mr. Maurice Khazamula, Teacher

| 0783557260

Miss PV Khoza, pastor

| 0799059097