

QAQAMBA HLANGANE

PUBLIC MANAGEMENT AND GOVERNANCE GRADUATE

Johannesburg, Gauteng | 063 447 7087 | qaqambaqu@gmail.com

PROFESSIONAL PROFILE

Motivated and detail-oriented Public Management and Governance graduate with a strong academic foundation in public administration, records management, governance and administrative coordination. Able to support administrative processes, manage data accurately, maintain documentation and contribute to research and reporting activities. Proficient in Microsoft Office, with strong organisational, analytical and communication skills. Reliable, professional and able to work effectively both independently and within teams.

CORE COMPETENCIES

- Administrative Support and Coordination
- Public Administration and Governance
- Records and Document Management
- Data Capturing and Information Management
- Report Writing and Research
- Microsoft Word, Excel, Outlook and PowerPoint
- Filing and Records Administration
- Stakeholder Communication and Customer Service
- Problem Solving and Analytical Thinking
- Time Management, Organisation and Team Collaboration

EDUCATION

Bachelor of Arts Honours in Public Management and Governance

University of Johannesburg | 2025

Bachelor of Administration

University of the Free State | 2024

National Senior Certificate (Matric)

Byletts High School | 2021

PRACTICAL EXPERIENCE

Administrative and Public Service Projects

University of the Free State | 2022-2024

- Collected, compiled and organised data for academic research projects, case studies and governance-related reports.

- Assisted with administrative coordination and project execution within team environments.
- Maintained accurate records, documentation and project information in line with assignment requirements.
- Conducted research on procurement systems, governance frameworks and public sector operations.
- Prepared reports and presentations focused on service delivery improvement and operational efficiency.
- Collaborated with project teams to analyse operational challenges and propose practical solutions.
- Managed multiple academic deliverables using strong planning, organisational and communication skills.

TECHNICAL SKILLS

Microsoft Office: Word, Excel, Outlook and PowerPoint

Administration and Governance: Records management, document control, data management, administrative coordination, report preparation and information management

PERSONAL ATTRIBUTES

- Strong attention to detail
- Professional and ethical approach to work
- Highly organised and dependable
- Quick learner and adaptable
- Strong interpersonal and communication skills
- Able to work under pressure and meet deadlines
- Results-oriented and proactive

CAREER OBJECTIVE

To secure an administrative, governance, records management, graduate trainee or public sector opportunity where I can apply my academic knowledge, administrative capabilities and organisational skills while contributing to organisational success and building a long-term professional career.

REFERENCES

Available upon request.