

Millicent Mikhavele

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PROFESSIONAL SUMMARY

A Recent Business Management graduate with a strong analytical and numerical skills. Detail-oriented, highly motivated and eager to gain practical experience in the public sector. Demonstrates strong problem-solving ability, teamwork and a willingness to learn in a professional environment.

EDUCATION

- **Majeje high school** 2012
Diploma
Grade 12
- **Vhembe TVET College** 2022
Business Management
National Diploma

KEY SKILLS

- *Basic computer literacy (Microsoft Word, Excel, Outlook)
- *Strong communication (verbal and written)
- *Good organizational and administrative skills
- *Attention to detail and accuracy
- *Time Management and ability to meet deadlines
- *Ability to work under pressure
- *Teamwork and interpersonal skills

SCHOOL PROJECT

- **BUSINESS STUDIES PROJECT (GRADE 12)**
 - *Developed a business plan for a small start-up, including marketing, budgeting and operations
 - *Conducted basic market research and identified target customers
 - *presented the project to classmates, improving communication and presentation skills

PERSONAL ATTRIBUTES

- *Honest and reliable
- *Willing to learn and develop new skills
- *Professional attitude and good work ethic
- *Punctual and responsible

REFERENCE

- **Maluleke HH - "Department of Education "**
HOD
0713082218
- **Nkuna S - "Department of Education "**
Project Manager
0720736806
- **Mkansi XP - "Department of Education "**
Principal
0737943112