

MAKGOBA NTSHAVHENI ANNAH

Gauteng

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ID NO:0212110765089

LEARNERSHIP APPLICATION OBJECTIVE

Unemployed South African youth with
Business Management N6, seeking a 12-
month Business Administration

Learnership to gain a registered
qualification and workplace experience.

Computer literate with MS Word, MS
PowerPoint, and data capturing skills.

Punctual, disciplined, and eager to learn.

Available immediately.

LEARNERSHIP ELIGIBILITY

- South African Citizen with valid ID
- Age: [Add your age here] years old
- Unemployed and not studying full-time

- Completed Business Management N6 | Grade 12
- Computer literate: MS Word, MS PowerPoint
- Available for 12 months: theory + workplace training
- Languages: Fluent in English, Tshivenda, Sepedi

KEY COMPETENCIES

- N6 Business Management theoretical knowledge
- Willingness to learn & complete assignments/POE
- Computer literacy & data capturing
- Communication & telephone etiquette
- Teamwork, punctuality & reliability
- Ability to follow instructions & company policies
- Customer service experience

EDUCATION

EWC TVET College | 2024 – 2025

Business Management N6

- Subjects passed: Office Practice, Financial Accounting, Entrepreneurship, Sales Management

Acol College | 1 Year

Certificate in Computer Literacy and Administration

Maphutha Secondary School | 2021

National Senior Certificate – Grade 12

WORKPLACE EXPOSURE

Sales Executive – 1Life Insurance | Gauteng
| 1 Year

- Gained experience in client service, target tracking, and data capturing

- Followed standard operating procedures and compliance requirements

- Developed workplace discipline and professional communication

Waiter (Training) – Bancham Korean Restaurant | Gauteng | 6 Days

- Exposed to fast-paced team environment and customer service standards
- Followed health, safety, and hygiene instructions

CERTIFICATIONS

Lakhe Cleaning Services | 2023
Cleaning Certificate

REFERENCES

Ms. Lisa – Supervisor, Bancham Korean Restaurant
Cell: 060 429 9296

Available on request: Academic references