

MALAU MPHOKÉ ANGEL

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PROFESSIONAL SUMMARY

Motivated and hardworking Business Management student with N4-N6 studies in Business Management and strong interest in administration, business operations, customer service, sales, and office support. Possesses good communication, organisational, teamwork, and Computer skills. Eager to gain practical workplace experience, develop professional, and contribute positively to an organisation. Quick to learn, reliable, professional, and able to work effectively both independently and as part of team.

EDUCATION

- **Kopa Secondary School** 2018 - 2022
Commercial Stream
Matric
- **Nkangala TVET College** 2025 - 2026
National Certificate: Business Management N4-N6

RELEVANT SUBJECTS

- Sales Management
- Entrepreneurship and Business Management
- Financial Accounting
- Computer Practice

KEY SKILLS

- Microsoft Office-Word, Excel, PowerPoint
- Customer Service
- Communication Skills
- Attention to Detail

PERSONAL ATTRIBUTES

- Hardworking and dependable
- Self-motivated
- Good interpersonal skills
- Able to work under pressure

CAREER DEVELOPMENT/ PRACTICAL EXPERIENCE

- Completed Business Management N4-N6 studies with a focused on business and administrative principles.
- Developed knowledge of business operations, communication, sales, and customer service.
- Completed academic assignments and projects requiring research, organisation, communication, and problem-solving.

LANGUAGES

- English
- Sepedi
- IsiZulu

REFERENCES

- Available Upon Request