

# CURRICULUM VITAE

## BUIKHUTSO NKOSI

BA Geography, History & Development Studies  
University of Johannesburg | Class of 2027

---

**Phone:** 071 843 3003

**Email:** nkosiboikhutso14@gmail.com

**Address:** 8300 Pedi Street, Tsakane, Brakpan, 1550, Gauteng

**LinkedIn:** [linkedin.com/in/buikhutso-nkosi](https://www.linkedin.com/in/buikhutso-nkosi)

# BUIKHUTSO NKOSI

071 843 3003 | [nkosiboikhutso14@gmail.com](mailto:nkosiboikhutso14@gmail.com) | 8300 Pedi Street, Tsakane, Brakpan, 1550, Gauteng  
[linkedin.com/in/buikhutso-nkosi](https://www.linkedin.com/in/buikhutso-nkosi)

## PROFESSIONAL PROFILE

Final-year Bachelor of Arts student (Geography, History & Development Studies) at the University of Johannesburg, with a consistent record of academic distinctions and a Top 10 academic ranking in Geography. Proven leadership experience as an elected Class Representative and Student Mentor, supporting over 100 students. Holder of multiple University-accredited certifications in Microsoft Office, AI literacy and digital citizenship, complemented by over a year of customer service experience handling 100+ transactions per shift. Seeking a learnership or internship opportunity to apply strong research, communication, administrative and digital skills, and to continue growing professionally. Available to start immediately.

## EDUCATION

### Bachelor of Arts — Geography, History & Development Studies

University of Johannesburg

2024 – Present (Expected 2027)

- Achieved distinctions in Geography (1A, 2A, 2B, 3A), History (1A, 1B, 2A), Development Studies (2B), and Sociology (2A, 2B)
- Recognised with a Top 10 academic ranking in Geography across three consecutive modules

### National Senior Certificate (Matric) — Buhlebemfundo Secondary School

Completed 2023

- Achieved distinctions in Geography and Tourism
- Additional subjects: Life Sciences, Setswana (Home Language), English First Additional Language, Life Orientation, Mathematical Literacy

## CERTIFICATIONS & SHORT LEARNING PROGRAMMES

Awarded by the University of Johannesburg, 2025:

- Artificial Intelligence in the 4IR
- Financial Literacy — Be Money Wise
- Digital Citizenship
- Introduction to the Sustainable Development Goals (SDGs)
- Microsoft Excel, Word & Teams for the Workplace
- Presentation for the Workplace
- Understanding and Responding to Gender-Based Violence (GBV)

## EXPERIENCE

### Cashier — Shaymans Supermarket, Tsakane

2023 – 2025

- Processed 100+ customer transactions per shift with accuracy, handling cash, card payments and till reconciliation
- Delivered consistent, friendly customer service, resolving queries and complaints promptly to maintain customer satisfaction
- Maintained stock displays and supported daily store operations, contributing to smooth shift handovers
- Developed strong time-management, accuracy and multitasking skills in a fast-paced retail environment

### Student Mentor — University of Johannesburg

2025 – 2026

- Provided one-on-one and group academic mentoring to a caseload of fellow students, helping improve performance and navigate university challenges
- Built strong coaching, facilitation and active listening skills through ongoing peer support

### Class Representative (History 2A & 2B) — University of Johannesburg

2025

- Democratically elected to represent 100+ students, liaising with faculty on academic and administrative matters
- Organised structured feedback sessions, strengthening stakeholder communication and conflict-resolution skills

## SKILLS

**Hard Skills:** Microsoft Excel, Word & Teams; Data Entry & Management; Research & Report Writing; Spatial & Map Data Analysis (Geography coursework, distinctions in Geography 1A–3A); Cash Handling & POS Systems

**Soft Skills:** Communication, Mentoring & Coaching, Leadership, Adaptability, AI & Digital Literacy, Problem-Solving, Customer Service

**Languages:** Setswana (Home Language), English (Proficient), isiZulu (Conversational)

## REFERENCES

---

Thabang Shayi — +27 68 445 3997

Nonhlanhla Shayi — +27 73 924 8818

Ofentse Nkosi — +27 83 356 0051