

RESHOKETSWE MAHLAULI

PUBLIC FINANCE | FINANCE | ADMINISTRATION

Johannesburg, Gauteng, South Africa | 072 310 9185 | Shockyshile510@gmail.com

PROFESSIONAL PROFILE

Motivated and detail-oriented Diploma in Public Finance graduate from Tshwane University of Technology, having completed the qualification in 2025. Possesses an academic foundation in financial accounting, public finance administration, computer literacy and financial record management. Demonstrates strong organisational, communication and problem-solving skills, with a willingness to learn, follow procedures and contribute to efficient financial and administrative operations. Seeking an internship opportunity to gain practical workplace experience and develop professionally.

CORE SKILLS

- Financial administration
- Basic accounting principles
- Record keeping and document management
- Data capturing and information processing
- Computer literacy
- Microsoft Office
- Attention to detail and accuracy
- Organisation and time management
- Written and verbal communication
- Teamwork and collaboration
- Problem-solving
- Willingness to learn and adapt

EDUCATION

Tshwane University of Technology (TUT) – Polokwane Campus

Diploma in Public Finance | 2023–2025 | Completed: 2025

Risinga High School – Giyani

National Senior Certificate (Matric) | Completed: 2021

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- General computer literacy
- Digital record keeping
- Basic financial record management

PERSONAL STRENGTHS

- Responsible and dependable
- Organised and methodical
- Willing to learn new systems and procedures
- Professional and respectful
- Able to work independently and in a team
- Committed to accuracy and completing assigned tasks

AVAILABILITY

Available immediately for internship opportunities.

References available upon request.