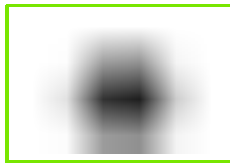


GOMOLEMO MORAGASHWE

PUBLIC ADMINISTRATION GRADUATE | OPERATIONS | CUSTOMER EXPERIENCE | STAKEHOLDER SUPPORT

Newlands, Johannesburg • 083 620 5018 • gomolemomoragashwe@gmail.com



CORPORATE GRADUATE OPPORTUNITIES

Graduate and entry-level roles across business operations, administration, human resources, customer experience, project support, local government, corporate services and stakeholder engagement.

CORPORATE CAPABILITY

- Administration and office support
- Customer and stakeholder engagement
- Business communication
- Record keeping and data capturing
- Report writing and documentation
- Microsoft Word, Excel and PowerPoint
- Organisation and time management
- Problem-solving and conflict resolution
- Teamwork and collaboration
- Attention to detail

EDUCATION

IIE ROSEBANK COLLEGE
Bachelor of Public Administration
Completed 2025

WEST RIDGE HIGH SCHOOL
National Senior Certificate
2022

RELEVANT MODULES

- Public Finance and Budgeting
- Human Resource Management
- Strategic Management
- Organisational Behaviour
- Project Management
- Research Methodology

LANGUAGES

- English – Fluent
- Setswana – Fluent

CORPORATE PROFILE

Motivated Public Administration graduate with a commerce-aligned academic foundation spanning public finance, human resource management, organisational behaviour, strategic management, project management and business communication. Brings practical customer-facing experience from a retail environment, with demonstrated ability to present products and services, respond to enquiries, build positive customer relationships and contribute to store objectives. Offers strong administrative discipline, attention to detail, professional communication and a collaborative approach to delivery. Keen to begin a corporate career through a structured graduate or entry-level opportunity that offers exposure to business operations, stakeholder service, project support and continuous professional development.

GRADUATE	COMMERCE-ALIGNED	CUSTOMER FOCUS
Public Administration	Business Modules	Retail Experience

RELEVANT CORPORATE EXPERIENCE

Store Representative

Renewonline Holdings (SUPERSPAR/SPAR) | Johannesburg

- Presented and promoted products and services to customers, supporting sales activities and store objectives.
- Built and maintained positive customer relationships through clear communication and attentive service.
- Assisted customers with enquiries and product information, responding professionally and accurately.
- Coordinated with team members to improve customer satisfaction and day-to-day service delivery.
- Maintained professional standards and followed relevant company procedures.
- Demonstrated reliability, teamwork and adaptability in a customer-facing environment.

GRADUATE VALUE PROPOSITION

- Combines public-sector knowledge with practical modules in finance, human resources, strategy, projects and organisational behaviour.
- Brings customer-facing experience that demonstrates communication, relationship-building and service orientation.
- Offers an organised and accountable working style suited to administration, operations and project-support environments.
- Has the motivation and learning agility to convert academic knowledge into practical corporate contribution.

GOMOLEMO MORAGASHWE | CORPORATE GRADUATE PROFILE

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BUSINESS AND OPERATIONAL STRENGTHS

Administration	Supports office processes, record keeping, data capturing and accurate documentation.
Customer service	Engages customers professionally, responds to enquiries and builds positive relationships.
Communication	Shares information clearly in customer-facing, team and written contexts.
Organisation and delivery	Prioritises responsibilities, manages time and follows through on agreed tasks.
Problem-solving	Approaches issues thoughtfully, remains calm and identifies practical next steps.

CORPORATE AREAS OF INTEREST

Business operations	Operational support, administration, process coordination and continuous improvement.
Human resources	People administration, employee support, records, coordination and workplace communication.
Project support	Planning, documentation, stakeholder coordination, tracking and delivery support.
Customer experience	Service delivery, relationship-building and customer-focused problem-solving.
Corporate and public services	Governance-aware administration, stakeholder support and responsible service delivery.

BEST-FIT GRADUATE PATHWAYS

Graduate Trainee Business Operations HR Administration Project Support
Customer Experience Corporate Services Public Sector Graduate Office Administration

Grounded capability. Service mindset. Ready to learn and contribute.

Reference: Thobile, Supervisor – Renewonline Holdings (SUPERSPAR/SPAR) | 071 956 7755

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