

SIZIPHIWE MZOTSHO

BCom Graduate: Economics & Information Systems | Johannesburg, SA
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PROFESSIONAL SUMMARY

Motivated BCom graduate in Economics & Information Systems from University of Fort Hare (Jan 2026) applying for Microsoft Sales Excellence Manager BBBEE Internship 2027. Strong foundation in Business Administration, Business Management, Data Analytics, Sales Operations, Economics, Finance, Marketing and Information Systems. Advanced MS Excel, PowerPoint, Word, Outlook, SQL basics, report writing and analytical thinking. Fast learner with attention to detail and stakeholder communication.

EDUCATION

Bachelor of Commerce: Economics and Information Systems

University of Fort Hare, Alice | Completed: January 2026

Coursework: Business Admin, Business Management, Economics, Finance, Marketing, Data Analytics, Info Systems, Project Management

CORE SKILLS - Microsoft Sales Excellence Aligned

- Business Administration & Sales Operations | Business Management & Coordination
- Data Analytics, Data Analysis & Reporting | Advanced Microsoft Excel, PowerPoint
- Information Systems, Database & SQL Basics | Economics & Finance Principles
- Research, Report Writing, Documentation | Analytical Thinking & Problem Solving
- Stakeholder Communication, Team Collaboration, Attention to Detail

PRACTICAL EXPERIENCE

University of Fort Hare | Academic Data Capturing & Project Support | 2023-2025

- Captured and analyzed large datasets using MS Excel with 98% accuracy for IS & Economics
- Prepared business reports, presentations and documentation for academic stakeholders
- Troubleshoot MS Office issues, ensured data integrity under tight deadlines
- Tracked project tasks, maintained documentation using MS Project & Excel

ACADEMIC PROJECT

Project Management Coordinator: University Event Planning System | 2025

- Developed full project plan: scope, WBS, Gantt chart, risk register using MS Project
- Skills transferable to Sales Excellence operations, scheduling and tracking

ADDITIONAL

Languages: English Fluent, isiZulu / isiXhosa | SA Citizen | Available Immediately

Certifications: Advanced Excel self-study, SQL Basics, Willing to learn Power BI & Dynamics 365

References: Available on request - UFH Supervisor