Sbonelo Makhoali

Hammarsdale, Durban, KwaZulu-Natal, 3700 | 073 485 0824 | sbonelotisetso0@gmail.com

Professional Summary

Final-year Diploma in Public Management student at the Central University of Technology (CUT), completing in 2026. I have a strong interest in local government and public service delivery, and I have earned distinctions in public administration, project management, decision-making and numeracy. I am seeking an entry-level or internship position in a public sector environment where I can apply my report writing, research and organisational skills while gaining practical experience.

Education

Diploma in Public Management (NQF Level 6), Central University of Technology, Free State (Bloemfontein Campus) | 2024 – 2026 (expected completion 2026)

- Modules include Public Administration and Management, Public Financial Management, Public Human Resource Management, Procurement and Supply Chain Management, Project Management, Intersectoral Collaboration, Local Government Service Delivery Management, Policy Studies and Programme Management

National Senior Certificate (Matric), Thandaza High School, KwaZulu-Natal | 2022

- Achieved a Bachelor's pass, qualifying for admission to degree study
- Subjects: isiZulu Home Language, English First Additional Language, Mathematical Literacy, Life Orientation, Business Studies, Economics, Tourism

Academic Achievements

- Public Administration and Management III: 93% (Distinction)
- Numeracy: 87% (Distinction)
- Public Decision-Making I: 86% (Distinction)
- Personal Information Management: 85% (Distinction)
- Project Management II: 84% (Distinction)
- Self Management I: 83% (Distinction)
- Public Office Management and Customer Service I: 81% (Distinction)

Skills

- **Report writing:** writing assignments and reports on public administration and policy topics
- **Research and information gathering:** collecting and analysing information for academic projects
- **Computer literacy:** Microsoft Word, Excel, PowerPoint and Outlook
- **Communication and public speaking:** presenting and speaking confidently in group settings
- **Organisation and time management:** planning work and meeting deadlines alongside full-time study
- **Teamwork and problem solving:** working in groups on assignments and academic projects
- **Public sector knowledge:** public finance, procurement, human resources, project management and service delivery

Languages

- isiZulu: home language
- English: fluent

Interests

Public affairs, community involvement, volunteering, reading and learning new skills

References

Marlize Pretorius, Lecturer, Central University of Technology (CUT)
Tel: 082 072 4983

Nonhlanhla Duma, Teacher, Thandaza High School
Tel: 083 962 5342 | Email: duma.nonny@gmail.com

T Jele, Teacher, Thandaza High School
Tel: 063 061 9431

Declaration

I declare that the information in this CV is true and correct to the best of my knowledge.