MPUMELELO PHULWANA

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2030 Moabi Street
Katlehong
1431

SUMMARY

I am a motivated and hardworking Finance Major graduate awaiting graduation, with strong communication, teamwork, organisational and problem-solving skills. I am a quick learner who is adaptable, responsible and eager to gain practical experience and develop professionally. I aspire to work in an environment that encourages growth and allows me to apply my knowledge and skills while contributing positively to the organisation.

EDUCATION

Fumana Secondary School

Grade 12 • 2020

- Business Studies
- Computer Applications Technology
- Economics
- English First Additional Language
- IsiZulu Home Language
- Life Orientation
- Mathematical Literacy

Nelson Mandela University

Diploma in Management (Finance Major) 2023-2026

- Introduction to Labour Relations
- Labour Relations
- Financial Management II
- Financial Management III
- Numerical Skills for Business
- Management III

KEY SKILLS

- Communication Skills
- Team work and collaboration
- Problem solving
- Time Management
- Adaptability
- Attention to detail
- Organisation and planning
- Leardership
- Critical thinking
- Willingness to learn

TECHNICAL SKILLS

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Internet and email communication
- Financial management
- Basic financial analysis
- Budgeting and forecasting
- Accounting principles
- Financial reporting

LEADERSHIP & VOLUNTEER EXPERIENCE

Student Volunteer - Residence Community Watch Student Leader

- Promoted safety and security within the residence community.
- Assisted in monitoring residence activities and maintaining order.
- Supported residents and addressed community concerns.
- Encouraged positive behaviour, discipline and respect among students.
- Collaborated with fellow student leaders and residence management.
- Contributed to creating a safe, welcoming and inclusive residence environment.

Reference

Mr Lunga Kwekwe - Residence Manager

lunga.kwekwe@mandela.ac.za

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