

Naledi Mahlangu

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PROFESSIONAL SUMMARY

Motivated BCom graduate from the University of Johannesburg with a strong academic foundation in financial accounting and business management. Demonstrated leadership through university society involvement and community volunteer work. Seeking an entry-level position in finance or administration where I can apply my analytical skills and grow within a dynamic organisation.

KEY SKILLS

- Financial Accounting
- Microsoft Excel (Advanced)
- Data Analysis
- Report Writing
- SAP (Introductory)
- Customer Service
- Team Collaboration
- Time Management
- Pastel Accounting
- Organisational Skills

WORK EXPERIENCE

Part-Time Sales Associate

Feb 2024 – Nov 2025

Woolworths, Sandton City, Johannesburg

- Assisted an average of 45 customers per shift, consistently achieving a 96% customer satisfaction rating
- Processed point-of-sale transactions accurately, handling cash and card payments totalling R80,000+ weekly
- Maintained stock displays and conducted weekly inventory counts, reducing stock discrepancies by 15%
- Trained 3 new team members on store procedures and point-of-sale systems

Finance Committee Chairperson

Mar 2024 – Oct 2025

UJ Commerce Students' Society, University of Johannesburg

- Managed the society's annual budget of R120,000, ensuring all expenditure stayed within 5% of allocated amounts
- Organised 4 career networking events attended by over 200 students and 15 corporate sponsors
- Led a team of 6 committee members, coordinating fundraising activities that raised R35,000 for bursary funds
- Prepared quarterly financial reports and presented them to the society's executive board

Volunteer Administrative Assistant

Jun 2023 – Dec 2023

Afrika Tikkun, Alexandra, Johannesburg

- Captured and organised donor information for 300+ records in the organisation's database
- Assisted with filing, correspondence, and scheduling for a team of 8 programme coordinators
- Compiled monthly reports on programme attendance, improving data accuracy by 20%

EDUCATION

Bachelor of Commerce (BCom) – Financial Accounting	2025
University of Johannesburg – Auckland Park Campus	
National Senior Certificate (Bachelor's Pass)	2022
Jeppe High School for Girls, Johannesburg	

CERTIFICATIONS & TRAINING

- Advanced Microsoft Excel, LinkedIn Learning, 2025
- Introduction to SAP ERP, UJ Short Course, 2024
- Pastel Accounting – Introductory Module, Sage, 2024

LANGUAGES

English (Fluent) isiNdebele (Fluent) isiZulu (Conversational) Afrikaans (Basic)

REFERENCES

Lerato Mosia

Store Manager, Woolworths Sandton City
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Prof. Johan du Plessis

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