

## PERSONAL INFORMATION

Name: Naledi Khunou

Mobile: 068 524 7109

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Address: Gauteng, Johannesburg

## Professional Summary

Highly motivated and dedicated individual with a passion for personal and professional growth. A quick learner, team player, and enthusiastic about taking on new challenges. With a strong work ethic and excellent communication skills, I'm excited to bring my skills and energy to a dynamic organisation and contribute to its success.

## Education

Completed: Bachelor of Arts (General)

Final year modules: Criminology & International Relations

Institution: University of Pretoria

Year: 2022- 2025

Completed: Matric (National Senior Certificate)

Institution: Glenvista High school

Year: 2017-2021

## Formal Work Experience

•2023 September – November: Lead Generator, Platinum Life (Hatfield, Pretoria)

## Core Competencies

- Customer Service
- Quality control
- Analytical skills
- Time Management
- Problem-solving
- Communication

- Administration skills

### Achievements and Leadership

- 2025- Mentor, Model United Nations
  - Mentored students in MUN procedures, debate skills, and diplomacy.
  - Guided participants in research, speechwriting, and negotiation techniques.

### Training/ Short Courses

- 2025: Ready for Work Programme, University of Pretoria
- 2025: LinkedIn Learning
  - The Data Science of Banking, Economics and Data Science
  - Managing Your Personal Finances
  - Communicating with Diplomacy and Tact

### Skills

- |                             |                              |
|-----------------------------|------------------------------|
| •Languages:                 | •Proficient Microsoft skills |
| -English (fluent            | -MS Word                     |
| -Afrikaans (conversational) | -MS Excel                    |
| -SeTswana (fluent)          |                              |

### References

Name: Jean-Pierre Franken

Relationship: Integration hub Executive (Platinum Life)

Contact: 067 758 2689