

SARAH MALULEKE



PROFILE

#Readytowork

I am a professional individual who has experience in dealing with customers and clients through business. Have a polite and mature manner and enjoy providing support and help to people I work with.

"It's a beautiful thing when a career and a passion comes together"

KEY SKILLS

- Administrative operations
- Record Management
- Client Relationships
- Equipment monitoring
- Reception duties
- YES 4 Youth Program 2021
- Organizing and scheduling meetings and Events
- Salesforce CRM
- JD Edwards ERP System
- SAP ERP System
- NEO System
- GETPAID FIS Software
- Microsoft Office (Word, PowerPoint, Access 2021 and Excel).

CONTACT

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073 211 0209
0645359160

Email:
Maluleke18@gmail.com

PERSONAL DETAILS

Home Language: Xitsonga and Zulu
Other Language: English
Driver's License: Yes
Health: Excellent

EDUCATION

ALTMONT TECHNICAL SCHOOL

Year: 2008
Highest Grade: Grade 12

PC TRAINING COLLEGE/RICHFIELD GRADUTE INSTITUTE

Year: 2011
NQF Level 4 Business Administration specializing in Human Resources

TALENT AND SKILLS DEVELOPMENT ACADEMY (PTY) Ltd

Year: 2022
NQF Level 5 Generic management

WORK EXPERIENCE

Johnson & Johnson MedTech-Customer services Administrator

01 Jan 2022-31 Jan 2023 **Learnership**

- Interact with customers to provide and process information in response to inquiries.
- Respond promptly to customer handle and resolve customer complaints.
- obtain and evaluate all relevant information to handle product and service inquiries.
- Replenishing and Invoicing of stock.
- Data capturing.

Reference: Dean Hewitt: 083 458 8617

Reach For A Dream Foundation-Receptionist/Fundraising Administrator

11 Dec 2020-24 Dec 2021 **Internship**

- Operating the Reception Area and doing Administration work
- Working closely with the Head of Business in the fundraising department.
- Manage regular donor communications and follow up with Donors
- Logistics and operating DHL courier services system
- Assist in research and develop fundraising opportunities, including events and campaigns

Reference: Natalie Lazaris: 082 721 5004

JV Skills training Centre-Office Manager

April 2019-March 2020

- Skills development programs administrator.
- Recruiting learners for learnerships, sourcing hosting companies for learners.
- Filling and LMS Administrator
- Client Relationship Management.

Reference: Tebogo Tsae: 073 956 7865

IKWORX-Office Manager/HR Assistant

Feb 2016-Nov 2018

- Recruiting learners for learnerships
- Skills development programs administrator
- Filling and LMS Administrator
- Attending SETA meetings to represent the Company
- Course Content Management.

Reference: Yolanda Malunga: 073 281 9226