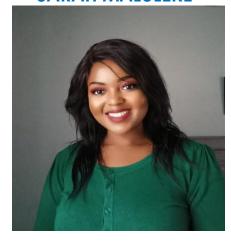
## **SARAH MALULEKE**



## 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**

PHONE: 073 211 0209 0645359160

Fmail:

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