

# SARAH MALULEKE

## PROFILE

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.

## KEY SKILLS

- Administrative operations
- Switchboard operator
- Access control
- Report Writing
- Customer support
- Venue preparations
- Logistics and coordination
- Professionalism and Discretion
- ERP systems
- Inventory management
- Interpersonal excellence
- Conflict resolution
- Business development
- Client Relationships
- Attention to details
- Communication
- Office Manager
- Operations-Support
- Hybrid work
- Student support
- High pressure environment
- CRM
- Customer experience
- Versatile Office
- SAP ERP System
- Data capturing
- Facilities-Oriented
- Microsoft Office suite

## CONTACT

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073 211 0209  
0842835022

Email:  
Maluleke18@gmail.com

## PERSONAL DETAILS

Location: Johannesburg  
Languages: English, Xitsonga, IsiZulu,  
Sesotho and Tshivenda  
Driver's License: Yes

## EDUCATION

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### 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

### INTACT INSTITUTE

Year: 2021  
NQF Level 4 ECD

## WORK EXPERIENCE

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### Afrika Tikkun Services- Partnership Officer

April 2024 – September 2025 (Retrenchment)

- Identify Client relationship opportunities across business elements.
- Support operations with the securing of host sites for internships programs.
- Support students with professionalism skills
- Weekly vetting host sites.
- Matching candidates to client needs.
- Compile Host Site Agreements in conjunction with Partnerships Management.

Reference: Karabo Seduma: 072 153 5936

### Johnson & Johnson MedTech-Customer services Administrator

01 Jan 2022-31-Jan 2024(contract)

- Interact with customers to provide and process information in response to inquiries.
- obtain and evaluate relevant information to handle inquiries.
- Collaborate with the Warehouse for stock
- Replenishing and Invoicing of stock
- Track stock levels of instruments, consumables and kit
- Record stock movements using ERP

Reference: sihle Hlatshwayo : +27 65 205 7200

### Reach For A Dream Foundation-office Manager/Fundraising Administrator

24 Dec 2020–23 Dec 2021 YES Internship

- Operating the Reception Area and doing Administration work
- Logistics and operating DHL courier services system
- Assist in research and develop fundraising opportunities, including events and campaigns

Reference: Natalie Lazaris: 0827215004

### JV training Centre- Administrator – contract

April 2019-March 2020

- Skills development programs administrator.
- Support the coordination of venue bookings
- Filling and LMS Administration

Reference: Tebogo Tsae: 064 535 9160

### IKWORX-Office Manager/HR Assistant

Feb 2016-Nov 2018 (contract)

- Recruiting and selection
- Skills development programs administrator
- Attending SETA meetings to represent the Company

Reference: Yolanda Malunga: 073 2819 226