

Jasmine Annah Mabeloane

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Professional Summary

- Motivated, reliable, and hardworking individual seeking a learnership or entry-level opportunity in the public sector. I am eager to gain practical experience, develop my skills, and contribute positively to an organization. I am a quick learner with good communication, administrative, and customer service skills, and I work well both independently and as part of a team.

Education

- **Ekurhuleni East TVET College** 2022
Office Administration
National Certificate (Vocational) - Level 4

Experience

- **Foschini** July 2023 - March 2025
Sales Associate
 - Assisted customers professionally and efficiently.
 - Maintained stock and merchandising standards.
 - Processed payments and handled cash accurately.
 - Captured customer information where required.
 - Maintained accurate records and completed administrative tasks.
 - Worked as part of a team to achieve daily targets.
 - Kept the workplace clean and organized.
- **Jorrisa Cabling Network** Sept 2022 - Sept 2022
Admin Assistant
 - Captured and updated company information.
 - Filed and organized documents.
 - Assisted with general office administration.
 - Answered telephone calls and directed enquiries.
 - Prepared documents and maintained records.
 - Supported the project manager with administrative tasks.

Skills

- Administration and office support
- Customer service
- Microsoft Word, Excel and Outlook
- Communication skills
- Teamwork and collaboration
- Time management
- Attention to detail
- Problem solving
- Ability to work under pressure

Additional Information

- Valid Code 10 Driver's Licence
- Willing to learn and adapt quickly
- Available to start immediately