

Mmakgabo Malomane

Lethabong, Modderfontein, Johannesburg, 1609
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Objective

Motivated and detail-oriented professional with a strong foundation in customer service, front-facing client interactions, and administrative support. Currently pursuing a Bachelor of Laws (LLB) bringing a foundational understanding of legal environments, strong communication skills, and high organisational standards. Experienced in handling client inquiries, maintaining a welcoming front-desk atmosphere and managing daily operations efficiently.

Experience

- Gallagher Convention Center**
Cleaning
Managed front of house venue setup and fast-paced cleanups for major events, exhibitions, and corporate functions under tight deadlines.
Maintained presentable, organised, and clean common areas to ensure high standards for corporate guests and visitors.

2022 - 2023
- Scurves unlimited**
Sales Assistant
Delivered attentive front-line customer service, greeting visitors, responding to client inquiries, and maintaining positive customer relations.
Handled daily communication with diverse clients, ensuring accurate information delivery and a welcoming atmosphere.

2024 - 2025

Education

- University of South Africa**
Bachelor of Laws
60

2027

Skills

- Computer Literacy & CRM/Admin Proficiency
- Problem Solving & Conflict Resolution
- Active Listening & Persuasive Communication
- Target-Driven & Self-Motivated
- Telesales & Customer Relationship Management