

Dania Mpho Singo

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Professional Summary

Motivated and reliable individual with training in call centre fundamentals, office administration, secretarial skills, customer success for sales, and electrical engineering. Strong communication, customer service, problem-solving, teamwork, computer literacy, and willingness to learn. Seeking opportunities in call centre, customer service, sales, administration, or office environments.

Work Experience

Field Sales Agent — HelloPay

Pretoria, Sunnyside | March 2025 – June 2025

Sales Agent — Kanimix

Online | December 2024 – March 2025

Education

N2 Electrical Engineering — Tshwane South TVET College

Pretoria West, Gauteng | 2021 – 2023

Matric Certificate — Musina Secondary School

Messina | January 2013 – November 2018

Certificates & Training

- **Administrative Assistant** — EduCourse Online — Completed 06 October 2026
 - **Call Centre Fundamentals** — JobJack — Completed 9 September 2026
 - **The Road to Your Driver's Licence** — JobJack — Completed 25 September 2026
 - **Defining Customer Success for Sales** — IT Empowerment Consulting (Pty) Ltd — Completed 7 September 2026
 - **Professional Workplace & Administrative Skills Course** — JobJack — 2026
 - **Diploma in Environmental Health and Safety Management** — UniAthena — 2025 — Level 7 — Final score: 78%
 - **Secretarial & Office Administration** — Alison
 - **AML/CTF Compliance Training** — 2025
 - **HelloPaisa Sales / Field Agent Training** — 2025
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Skills

• Customer service • Communication • Problem solving • Microsoft Office basics	• Teamwork and collaboration • Attention to detail • Computer literacy • Willingness to learn
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Personal Strengths

- Energetic and self-motivated
- Professional and reliable
- Quick learner

References

Available on request

