

Tshepiso Lebogo

Johannesburg, Gauteng

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Objective

Friendly and customer-focused Sales and Customer Service professional with experience interacting with customers, understanding their needs and providing helpful solutions. Confident communicator with strong interpersonal skills and the ability to build positive customer relationships. Comfortable working in fast-paced environments, handling customer enquiries, promoting products and services, and working toward sales targets. Fluent in English, Sepedi and IsiZulu. Reliable, organised and eager to contribute to a high-performing sales team.

Experience

- Jam clothing** May 2025 - July 2026
Sales Representative / Customer Service Representative
 - Assisted customers by identifying their needs and recommending suitable products and services.
 - Promoted products and services to new and existing customers.
 - Communicated with customers professionally and provided accurate product information.
 - Responded to customer enquiries and resolved issues in a friendly and efficient manner.
 - Built positive relationships with customers to encourage repeat business.
 - Followed up with prospective customers and assisted with converting enquiries into sales.
 - Worked toward individual and team sales targets.
 - Maintained accurate customer information and completed required administrative tasks.
 - Worked closely with team members to provide a smooth customer experience.
- Masihambisane Day Care** Aug 2024 - March 2025
Assistant Teacher
 - Communicated daily with parents, teachers and colleagues.
 - Assisted with enquiries and provided information in a professional and friendly manner.
 - Built positive relationships with parents and staff.
 - Maintained accurate attendance records and handled information confidentially.
 - Worked effectively as part of a team in a busy environment.
- Siyakuhla Cleaning Services** Dec 2023 - June 2024
Customer Service Representative
 - Provided professional customer service while working directly in client environments.
 - Communicated with clients regarding their requirements and ensured expectations were met.
 - Responded respectfully to customer requests and maintained a professional attitude.
 - Managed daily responsibilities efficiently while maintaining high service standards.

Education

- East Bank High School, Alexandra**
Grade 12

Skills

- Administration & Data Capturing
- Achieving Sales Targets
- Building Customer Relationships
- Communication & Active Listening
- Upselling & Cross-selling
- Sales Enquiries & Follow-ups
- Customer Relationship Management
- Customer Service
- Sales & Product Promotion

Reference

- Upon request