

SHARON ORATILE MABOTE

Business Management Graduate | Administration | Sales & Customer Service

Phone 069 166 5326	Email osmabote02@gmail.com	Location Alexandra, Gauteng 2090
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CAREER OBJECTIVE

Motivated and hardworking Business Management graduate with an N6 qualification and practical experience in administration, sales and customer service. Strong communication, organization, data-handling and problem-solving abilities, with the ability to work effectively in a team or independently. Eager to contribute to a professional organization while continuing to develop administrative, business and customer-focused skills.

EDUCATION

N6 Business Management South West Gauteng TVET College Modules: Entrepreneurship & Business Management, Sales Management, Computer Practice, Public Relations, Financial Accounting, Management Communication.	2025 Completed
National Senior Certificate (Matric) Hoërskool Riebeeckrand	2022

WORK EXPERIENCE

Administrator

Motus

- Provided administrative support and assisted with day-to-day office and operational activities.
- Handled documentation, data capturing and record keeping accurately.
- Assisted with customer and internal queries in a professional manner.
- Supported colleagues with administrative tasks and maintained organized records.
- Followed company procedures and maintained confidentiality and attention to detail.

Salesperson / Crew Member / Cashier

McDonald's

- Provided friendly and efficient customer service in a busy environment.
- Processed orders and cash/POS transactions accurately.
- Assisted customers with queries and maintained professional service standards.
- Worked effectively with team members while meeting daily operational requirements.

SKILLS & COMPETENCIES

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| • Customer service excellence | • Sales & customer engagement |
| • Communication & interpersonal skills | • Data capturing & record keeping |
| • Administrative support | • Problem solving |
| • Computer literacy | • Organization & planning |
| • Teamwork & collaboration | • Adaptability |
| • Time management | • Professionalism |

PERSONAL ATTRIBUTES

- Strong work ethic and reliable approach to responsibilities.
- Quick learner who adapts well to new environments and tasks.
- Professional, punctual and committed to meeting deadlines.
- Customer-focused, approachable and able to remain calm under pressure.

LANGUAGES

English – Fluent | Setswana – Fluent | Afrikaans – Fluent | IsiZulu – Fluent

REFERENCES

Neo

Manager – Motus
Contact: 078 700 0375

Additional references available upon request.