

WAHIDA JAFARIE

Midrand, Gauteng | 068 277 5632 | Wahidajafarie26@gmail.com

PROFESSIONAL SUMMARY

Administrative and customer service professional with experience in HR support, sales administration, customer verification and reception. Skilled in handling records, checking documents, responding to queries and working with confidential information. No degree; holds Matric and a Business Administration NQF Level 3 certificate.

WORK EXPERIENCE

OUTsurance — Dealership Sales Advisor

October 2024 – July 2026

- Assisted customers with product information and quotations, followed up on leads and supported sales conversions.
- Communicated with dealership account managers and worked toward quality and performance targets.

OUTsurance — HR Intern

November 2023 – September 2024

- Supported HR administration, employee records, filing, emails and performance-management documentation.
- Assisted with candidate checks, including credit, criminal, Matric and MIE checks, and updated training records.

Mr Price Group — New Accounts Verification Agent

February 2022 – December 2022

- Verified customer and employment details and checked supporting documents for new account applications.

Tsebo Cleaning Services — Admin Assistant / Receptionist

January 2019 – December 2019

- Assisted with reception calls, filing, payroll administration and general office support.

EDUCATION & QUALIFICATIONS

- Matric — Southland Secondary School (2015)
- Business Administration Certificate — NQF Level 3
- Short-Term Insurance — NQF Level 4

KEY SKILLS

HR and general administration • Customer service • Data capture and verification • Document checking • Confidential record handling • Email and telephone communication • Microsoft Outlook • Summit and Stratus • Magento • WhatsApp/SMS platforms • MIE checks