

KARABO MORONGOA MALETE

Kaalfontein, Midrand, Gauteng | 0671534119 | karabomorongoa33@gmail.com

PROFESSIONAL SUMMARY

Entry-level finance-focused professional with a National Higher Certificate in Financial Management and experience supporting finance, administration and customer-facing operations. Detail-oriented, organised and eager to build practical experience in a finance environment.

WORK EXPERIENCE

Sales Consultant | PlatinumLife | Jun 2025 – Dec 2025

- Assisted customers with products and enquiries.
- Maintained customer records and followed up on leads.
- Worked toward sales targets while providing professional service.

Receptionist | ERP Software Management | Jan 2025 – May 2025

- Welcomed visitors, handled calls and responded to enquiries.
- Assisted with scheduling, records and general office administration.
- Maintained a professional and organised reception area.

Finance Administrator | ERP Software Management | Jun 2024 – Dec 2024

- Assisted with routine financial and administrative tasks.
- Captured information and maintained accurate records.
- Supported general office and finance administration.

EDUCATION & CERTIFICATES

- National Senior Certificate
- National Higher Certificate in Financial Management
- Office Administration Certificate
- Occupational Health and Safety Certificate
- Receptionist Certificate
- Full Stack Developer Certificate
- Dispatch Clerk Certificate
- Customs Clearance Assistant Certificate

KEY SKILLS

Financial Administration • Administrative Support • Data Capturing • Record Keeping • Customer Service • Reception & Front Desk • Organisation • Attention to Detail • Communication • Teamwork

TECHNICAL SKILLS

Microsoft Office • Microsoft Excel • Pastel • Computerised Financial Systems • Basic Full Stack Development

CAREER OBJECTIVE

To secure an entry-level finance opportunity where I can apply my financial and administrative skills, gain practical workplace experience, and grow within a professional organisation.