

Lesedi Radebe

Professional Summary

I am a Marketing graduate with experience in administration, customer service, front of house operations and digital marketing. I hold a Digital Marketing qualification from iHub Africa and I've completed additional training in administration, data management and copywriting. I have strong communication, highly organised, active, problem-solving and interpersonal skills. I'm seeking entry level opportunities to contribute skills and grow within an organisation.

Contact

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0723595989

Education

IHUB AFRICA
Digital Marketing
2025

HOERSKOOL VOORTREKKER
Matric
2022

Work Experience

ADMINISTRATIVE ASSISTANT AND JUNIOR DIGITAL MARKETER
SENZEKILE COUNSELING & TRAINING INSTITUTE
Feb 2025 – Jan 2026

- Managed general administration including data management, file management, data capturing and general administrative support
- Assisted with organising and maintaining accurate records and documents
- Created digital posters and awareness using Canva for mental health awareness, self-care and community support initiatives
- Scheduled social media posts across social media platforms and managed social media

Skills and Tools

General administration
Data and file management
Project management
Social media management
Copywriting
Content creation
Customer service and support
Front of house operations
Organisation and adaptability
Teamwork and collaboration

Canva

CAFE FLAVIA
FRONT OF HOUSE & SOCIAL MEDIA SUPPORT
Jan 2026 – July 2026

- Supported front of house operations and helped maintain a welcoming environment for customers
- Assisted with customer bookings and communication with the manager
- Managed Cafe Flavia social media posts while maintaining the brand identity and online presence
- Applied communication and customer service skills to ensure a comfortable experience for customers
- Managed day to day sales and expenses

Google Docs
Google Spreadsheet
Microsoft Excel
Microsoft Word

References

References available
upon request

MEGSAPP SA

Sales Consultant – Part Time

Dec 2022 – Jun 2023

- Assisted with customer queries, complaints & product related questions
- Addressed customer concerns and provided support
- Managed and facilitated team day to day activities

