

Palesa Mokgele

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Objective

I am a hardworking and reliable individual seeking an opportunity to contribute my skills and grow within a reputable organization. I am eager to learn, dedicated to delivering quality work, and committed to achieving company goals. enhancing my skills and knowledge my main objectives is to work in an environment which encourages me to succeed and grow professionally I am a hard worker and dedicated individual who is willing to learn and grow i believe that I am a valuable asset I seek to utilize my skills and provide a professional service to the company by applying my knowledge and working in a challenging and motivating working environment .

Experience

- **Sportscene (TFG group)** April 2016 - June 2018
Sales assistant
 - °Be involved in stock control.
 - °cashier
 - °Assist customers to find the goods and products they want.
 - °Being responsible for processing cash and card payment .
 - °Stocking shelves with merchandise .
 - °Answering queries from customers.
 - °Reporting discrepancies and complaints to the supervisor.
 - ° Giving advice and guidance on product selection to the customers
 - °Balancing cash registers and receipts.
 - °Dealing with customer refunds.
 - °Dealing with customer complaints .
 - °Booking phones for repair to the third party.
 - °Dealing with customer complaints.
 - °Responsible for opening store and security within the store.
 - °Answering phones taking messages.
 - °Attaching price tags to the merchandise on the floor
 - °Receiving and storing the delivery of large Amounts of stock keeping up to date with special promotions and putting up displays.
- **Nietverdiend Combined school** February 2023 - September 2023
Educator Assistant
Nietverdiend combined school
Educator Assistant
 - °Prepare classrooms for lessons
 - °Help educators with planning learning activities and support with managing class behavior
 - °Successfully planned and contributed to sporting events and outings.
 - °Carried out administrative tasks such as photocopying question papers, typing worksheets and capturing learner's marks.
- **Tsa naga Game Ranch** February 2024 - October 2024
Cleaner
 - Cleaning guest rooms, lodges, and tents
 - Making beds and changing linen
 - Cleaning bathrooms and restocking toiletries

- Sweeping, mopping, and vacuuming floors
- Dusting furniture and polishing surfaces
- Cleaning windows and outdoor areas
- Washing dishes and cleaning kitchen areas
- Emptying bins and disposing of waste properly
- Cleaning staff quarters and offices
- Following health and safety standards

Education

- **Selelekela secondary school** 2010
Grade 12
- **South west Gauteng college** 2012 to 2015
Business Management N6

Skills

- Attention to detail • Analytical skills :critical Thinking, Research and numeracy Customer service & office management • Interpersonal skills: Active Listening , Assertiveness and negotiation • Proficiency in Microsoft office - (MS word, MS Excel) • Sound verbal & Written communication skills • Leadership skills • Technical skills • Organizational skills: Multi -Tasking , Prioritizing, coordinating • Time management skills • Personal life skills : Adaptability, Flexibility, Initiative

Personal Details

- Date of Birth : 25 /01/1992
- Nationality : South Africa
- Gender : Female
- Ms : Palesa
- Ms : Mokgele

Reference

- **Mr OI Thabeng - Nietverdiend Combined School**
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