

KEAMOGETSWE SUZAN LEKABE

Kagiso Ext 12, Krugersdorp, 1754

Phone: [[082 596 4974](tel:0825964974)]

Email: [lekabekeamogetswe1@gmail.com]

PROFESSIONAL PROFILE

Motivated, customer-focused and responsible Grade 12 graduate with computer training and a strong interest in retail sales and customer service. I am a confident communicator who enjoys assisting people, understanding their needs and providing helpful solutions.

I am eager to build my career in a target-driven showroom environment where I can develop my sales, customer service and administrative

skills. I am a fast learner, detail-oriented and able to work effectively as part of a team. I am also willing to work shifts, weekends and public holidays when required.

KEY SKILLS

- Customer service and customer engagement
- Verbal and written communication
- Product presentation and demonstration
- Identifying customer needs
- Sales and customer conversion
- Computer literacy
- Data capturing and administration
- Accurate record keeping
- Attention to detail
- Professional and friendly approach

- Teamwork and collaboration
 - Problem solving
 - Time management
 - Ability to learn quickly
 - Working under pressure
 - Following procedures and instructions
 - Maintaining a clean and organised work environment
-

EDUCATION

Grade 12 / Matric

Thuto Pele Secondary School

Year Completed: 2021

Subjects:

- Setswana

- English
 - Life Orientation
 - History
 - Geography
-

ADDITIONAL TRAINING

Computer Training – Level 3

Making Us Youth Organization

Duration: July 2024 – August 2024

Training developed computer and basic administrative skills, supporting the ability to work with digital systems, capture information accurately and complete routine administrative tasks.

CAREER OBJECTIVE

To obtain a Retail Sales / Showroom Sales position where I can use my communication, computer and customer-service abilities to provide excellent customer experiences, support sales targets and contribute positively to the success of the store.

I am particularly interested in developing my product knowledge, sales ability, administration and customer relationship skills while growing within the organisation.

PERSONAL ATTRIBUTES

- Customer-focused
- Friendly and approachable
- Confident communicator
- Responsible and reliable
- Honest and trustworthy
- Professional
- Hardworking
- Adaptable
- Resilient
- Detail-oriented
- Team player
- Willing to learn and develop
- Accountable for my work

RETAIL & CUSTOMER SERVICE STRENGTHS

Customer Focus:

Able to communicate respectfully with customers, listen to their needs and provide helpful assistance.

Sales Mindset:

Eager to learn product features and benefits and develop the ability to confidently recommend suitable products to customers.

Accuracy:

Understand the importance of accurate information, documentation, data capturing and following company procedures.

Teamwork:

Able to work cooperatively with colleagues and contribute towards shared team goals.

Professionalism:

Committed to representing the organisation positively and treating customers and colleagues with respect.

AVAILABILITY

Available to work shifts, weekends and public holidays as required.

REFERENCES

Available on request.



REPUBLIC OF SOUTH AFRICA

STATEMENT OF RESULTS / STAAT VAN UITSLAE
NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT
NOVEMBER 2021

KEAMOGETSWE LEKABE

EXAMINATION NUMBER / EKSAMENNOMMER: 8214002030037
ID NUMBER / ID NOMMER: 0008070758084
DATE OF BIRTH / GEBOORTEDATUM: 20000807
CENTRE / SENTRUM: (8400203) THUTO PELE SECONDARY SCHOOL

(801) GAUTENG GAUTENG DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
SETHL	Setswana Home Language	59	4
ENGFA	English First Additional Language	56	4
MLIT	Mathematical Literacy	27	1
LIFE	Life Orientation	47	3
GEOG	Geography	30	2
HIST	History	34	2
LFSC	Life Sciences	20	1
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The candidate does not qualify for the National Senior Certificate.

EK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN
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HANDTEKENING/SIGNATURE: *[Signature]*
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 NAME IN DRUKSKRIF / NAME IN PRINT: Lobeko MC
 DATE / DATUM: 2022/01/15

[Signature]
HEAD OF DEPARTMENT
DEPARTEMENTSHOOF

Achievement level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks Punte
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstelike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29

A SUBJECT STATEMENT WILL BE FORWARDED TO THE SCHOOL.

THE DEPARTMENT RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY.
 INDIEN NODIG BEHOU DIE DEPARTEMENT DIE REG OM WYSIGINGS AAN DIE DOKUMENT AAN TE BRING.



Mogale City

Local Municipality

OFFICE OF THE WARD 04 COUNCILLOR

Enquiries:

Cllr. L.L. NTSHABELE
078 404 1022

Date: 22-09-2026

To: WHOM IT MAY CONCERN

Re: CONFIRMATION OF RESIDENTIAL ADDRESS

THIS IS TO CONFIRM THAT HEKABE KEAMOGETSWE Susan

ID NO: 0008 0707 58 024 IS A RESIDENT OF:

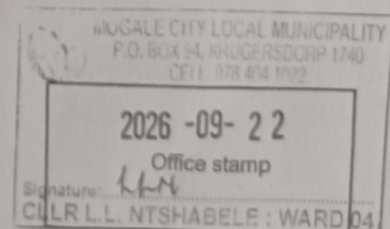
16036 THABA BOSIU STREET

EXT 12 KAEIISO 1754

FOR FURTHER INFORMATION, PLEASE CONTACT ME ON THE FOLLOWING

NUMBER: 078 404 1022.

CLLR: LUCKY LESEGO NTSHABELE





REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname

LEKABE

Names

KEAMOGETSWE SUZAN

Sex

F

Nationality

RSA

Identity Number

0008070758084

Date of Birth

07 AUG 2000

Country of Birth

RSA

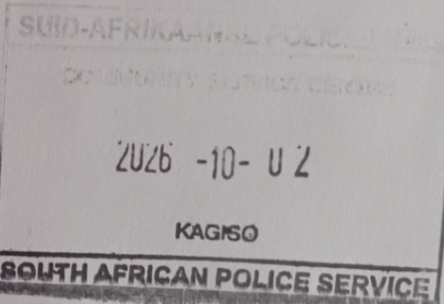
Status

CITIZEN



Signature

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Conditions:

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

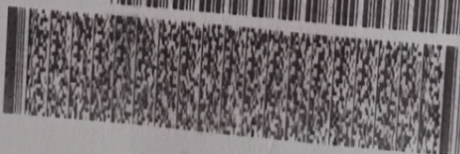
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For enquiry or verification purposes contact 0800 80 11 80

Date of Issue:

24 MAY 2018

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WYSIGING OF VERANDERING OF DIE OORSPRONKLIKE DOKUMENT AANGE
BRING IS NIE.

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FORCE NUMBER
NAAM IN DRUKSKRIF
NAME IN PRINT

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lebeko mc

RANK
RANK
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