

Sanele Dladla

Admin

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Tembisa

Profile

I have experience as a sales representative in the banking industry selling financial products to clients and providing customer service to clients. I'm PC literate have developed expertise in various administrative responsibilities like filling electronically and physically, data entry, administration.

Experience

Invigilator — Rosebank college

Sep2025-Nov2025

Patrolling the exam venue ensuring that the learners do not engage in any form irregularity thus ensuring the integrity of the exam. Reading the instructions of the exam and the entire administration of the exam.

General worker — Fundulwazi Community Development

Aug2024-Apr2025

- Providing food security for the underprivileged community
- creating a garden and maintaining it
- planting seedlings and watering the garden
- Agricultural activities.

HR admin — RAGCP

May2023-Feb2024

- HR filling
- recruitment and selection. HR admin and contract management.

Admin — MWRTC

June2021-March2023

- Administration
- filling
- correspondence and providing administration related to the functions of the traditional council.

Sales Representative — African bank

May2018-Apr2021

Selling companies products to clients and capturing successful transactions on the system also providing customer service to clients. Contacting my leads to boost my business and answering any queries clients may have.

General worker — Khumba energy

Mar2017-Oct2017

- Planting trees and creating a garden
- solar and geyser installation. Teaching learners about different kinds of pollution to the environment.

Invigilator — GDD

Oct2017-Nov2017

Patrolling the exam venue ensuring that the learners do not engage in any form of irregularities thus ensuring the integrity of the exam. Reading the instructions of the exam and the entire administration of the exam.

Field worker — Statistics South Africa

March2016-July2016

- Capturing household data
- probing right questions to acquire relevant data and send the captured data to office for processing.

Education

National diploma in human resources management — University of south Africa 2011-2016

Skills

- (add skills)

References

- **Tshego** – Assessment officer – 0790795998
- **Lebohang Mabina** – Supervisor – 0746704325
- **Abbie Ndou** – Facilitator – 0813611681
- **Siya Skhosana** – COO – 0783099772
- **Lucia Nyambi** – Manager – 0614964680
- **Xolane** – Supervisor – 0628463199
- **Khosi** – Chief invigilator – 0724569821