MOKOKOBALE MARTHA MACHABAKWE

OFFICE OF THE SECRETARY

0646082372

ADDITIONAL DETAILS

ID Number: 9811210865086

Citizenship: South African

Preferred language: English

PROFESSIONAL SUMMARY

Motivated professional with experience as SALES AGENT and FINANCIAL ADVISOR at CLIENTELE, qualified with National Senior Certificate (NSC) and HUMAN RESOURCES MANAGEMENT. Brings 0 year(s) public-sector experience and 5 year(s) private-sector experience. Strengths include Communication, Time Management, Teamwork, and Problem Solving. Comfortable communicating in ENGLISH, SEPEDI, and zulu. Security roles often progress with reliability, incident quality, supervision readiness and compliance knowledge. Seeking roles such as OFFICE OF THE SECRETARY where reliability, service excellence and continuous learning are valued.

WORK EXPERIENCE

SALES AGENT

08 2019 – 02 2022

CLIENTELE

- Assisted customers and promoted products or services
- Met sales targets through proactive, respectful engagement
- Built positive customer relationships and handled objections calmly

FINANCIAL ADVISOR

05 2023 – 05 2024

METROPOLITAN

- Performed key duties in the FINANCIAL ADVISOR role with consistency and care
- Worked collaboratively with colleagues to meet daily targets
- Maintained professionalism, punctuality and a positive attitude

EDUCATION

National Senior Certificate (Matric)
NCHELENG SENIOR SEC SCHOOL
2016

HUMAN RESOURCES MANAGEMENT
CAPRICORN TVET COLLEGE
2018

CODE 10
BEK DRIVING SCHOOL
2019

Security E D &C
GENESA
2024

SKILLS

Communication | Time Management | Teamwork | Problem Solving | Computer Literacy | Microsoft Office | Email Etiquette | Access Control

REFERENCES

HAZEL SAMBO
TEAM LEADER
0651767957

JULIET MGIBA
MANAGER
0822563490