



Lebogang Mohale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Furthermore, I have recently achieved the Regulatory Examination Certificate RE5, reflecting my commitment to professional growth and adherence to industry standards.

I am excited about the prospect of your company and contributing my skills to your team. I am confident that my ability to effectively handle administrative tasks, coupled with my strong interpersonal skills, will greatly benefit your company. Thank you for considering my application. Please find my attached resume for your review. I look forward to the opportunity to discuss how my experience aligns with your organization's needs. You can reach me at 076 094 5110 or mohalelebo@gmail.com

Sincerely,

Mohale L

Preferred occupation Banking
 Finance jobs

Contacts and general information about me

Dear Sir/Madam
 Day of birth 1991-04-04 (33 years old)
 Gender Male
 Telephone number Information is available only for registered users.
 [Sign in](#)
 Email address Information is available only for registered users.
 Interactions, I believe I am well-suited to contribute to your team and enhance your organization's [Sign in](#)
 operational efficiency.

Additional information

Salary you wish 7500 R per month
 In the corporate landscape, I have consistently showcased my ability to swiftly adapt and integrate into dynamic work environments. My proficiency in communication and etiquette while interacting with clients has not only earned me their trust but has also contributed to improved customer satisfaction rates. I have demonstrated that I am a fast learner who thrives in team collaborations and approaches challenges as opportunities for growth.
 My experience includes roles at Vodacom and Greater Letaba Municipality, where I have honed my skills and knowledge. At Vodacom, as a Sales Consultant, I effectively managed various responsibilities, including welcoming customers, handling pre-paid and contract sim-swaps, and promoting available deals to empower the youth. Furthermore, my tenure as a Trainee in the Finance Department at Greater Letaba Municipality allowed me to gain valuable insights into financial operations and administrative processes.
 My skill set encompasses a range of competencies, including:

- Client Services (2-3 years) – Adept at providing exceptional client interactions, addressing inquiries, and resolving issues to ensure optimal customer satisfaction.
- Receptionist and Administrative Duties – Proficient in managing the switchboard, handling administrative tasks, and creating a welcoming environment for visitors and callers.
- Supply Chain Management – Experienced in document acquisition, procurement plan management, and progress reporting.
- Revenue Management – Skilled in billing consolidation, documentation filing, and issuing statements.

Human Resources Support – Capable of assisting with employee documentation needs