



Lesego Mokale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

With a solid foundation in administration and sales support, I bring a wealth of experience and skills to any organization. Currently, as an Administrator at ATK Technology Solutions since December 2022, I efficiently manage scheduling, correspondence, invoicing and tender document preparation. My role also involves sourcing candidates, negotiating rates, processing orders, and ensuring data accuracy, while maintaining strong client relationships and overseeing timely deliveries.

My prior experience as a Stock Controller at DPI Plastics from April 2017 to July 2018, enhanced my logistical and organizational capabilities. I administered yard operations, supervised inventory handling, planned deliveries, and conducted stock takes, ensuring compliance with safety policies and maintaining high customer service standards. At Incedon, as a Data Capturer from January 2017 to March 2017, I developed a meticulous eye for detail, transferring and verifying data from paper to digital formats and ensuring data integrity.

I hold a National Diploma in Business Management from Sedibeng College and a Higher Certificate in Logistics Management from Open Learning Group. Proficient in software skills such as Microsoft Office 365, QuickBooks, SAGE ERP X3, Kofax Express and Papertrail. I excel in organizational, problem solving, and customer service skills. My ability to adapt to challenges, work well under pressure, and deliver high-quality results makes me a reliable and dynamic professional.

Preferred occupation	Administrators Administrative jobs
	Sales administartor Sales jobs
	Generals General jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1994-03-15 (30 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i>

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Email address

Information is available only for registered users.

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Additional information

Salary you wish	1000.00 - 20000.00 R per month
How much do you earn now	16818.00 R per month