

# DIMAKATSO MOLEKO

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## OBJECTIVE

I am a female who is prepared to achieve the desired goals of the job description. I am a hard worker, self-motivated individual who is always looking for a challenge to enhance my skills and knowledge. I like to interact with other people and adapt easily to different kinds of environment. I have good communication skill and I am able to work different kinds of shifts and under pressure.

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## PERSONAL DETAILS

Date of birth : 1992/10/21

Nationality : South African

Home language : Setswana

Other language : English

Driver's license : Code 10 C1

Availability : Immediately

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## SKILLS

Computer skills, telephonic, time management, decision making, office administrative, service excellent, and proactive, professional, leadership role

## EDUCATION

Unisa : Hc in Law

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I also did training with JumpStart and completed certificate of excellence in Life Skills course and Retail Frontline Programme.

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## **EXPERIENCE**

### **Pep store- Sales Assistant (5 years)**

- Organized and maintained accurate filing system, ensuring easy access to critical documents and records.
- Processed daily customer transactions, handling cash and card payments, averaging 10 000 in daily sales.
- Provide excellent customer service, resolving inquiries and complaints over the phone, providing timely assistance and information.
- Accurately captured and processed customer and inventory data, contributing to streamlined operations.
- Received and verified stork deliveries, ensuring accuracy in quantities and quality.
- Conducted regular stork counts, maintaining 100% inventory accuracy and minimizing stork discrepancies.
- Ensured a clean and organized sales floor, enhancing customer experience and maintaining store standards.

### **Gomotsegang funeral services- Receptionist (6 months)**

- Managed administrative tasks, including updating and maintaining client records monthly, ensuring data accuracy and compliance.
  - Captured and processed client payments efficiently, ensuring timely and accurate financial transactions.
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## **REFERENCES**

Ms. Venolia (manager at pep)

012 252 0418

Ms. Rosina (gfs)

071 045 6329

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