

# Palesa Phala

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## Professional summary

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I am a keen, hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I am flexible in my approach to work duties. I have a good sense of humour and a pleasant approach.

Willing to relocate: Anywhere

## Personal details

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**Driver's Licence:** Yes

**Highest Career Level:** Experienced

**Highest Level of Education:** Certificate

**Industry:** Arts & Entertainment, Beauty & Wellness, Community & Social Service, Customer Service, Food Preparation & Service, Logistic Support, Other, Personal Care & Home Health, Retail, Sales, Transportation Services

## Work experience

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### Project Coordinator

**Mamba Productions PTY (LTD)** | Benoni, Gauteng

January 2020 to May 2026

- Project Planning: Coordinate project timelines, resources, and budgets.
- Communication: Liaise with team members, stakeholders, and clients to ensure project progress and success.
- Event/Event Management: Oversee event logistics, setup, and execution.
- Scheduling: Manage project schedules, timelines, and deadlines.
- Budgeting: Track and manage project expenses to ensure budget compliance.
- Problem-Solving: Identify and resolve project-related issues.
- Documentation: Maintain accurate project records and documentation.
- Team Collaboration: Work with cross-functional teams to achieve project goals.

### Sales Representative

**Kirby** | Johannesburg

February 2025 to March 2026

- Build and maintain strong customer relationships
- Generate new accounts and grow existing ones
- Achieve sales targets and contribute to revenue growth
- Analyze customer needs and provide tailored solutions
- Deliver excellent service throughout the sales process
- Collaborate with internal teams (marketing, production, etc.)
- Monitor market trends and identify growth opportunities
- Maintain professionalism and build trust with clients
- Measure success by meeting goals and expanding customer base

### Messues

**Goddesses Palace**

October 2023 to July 2024

1. Swedish Massage
2. Sensual massage
3. Lomi lomi

4. Hotstone

### **Zonal Campaign Manager**

**Xiluva Political Party** | Johannesburg

August 2022 to February 2024

1. Overseeing all aspects of the campaign including day-to-day operations.
2. The hiring and management of staff.
3. The coordination and implementation of the fundraising operations and ongoing coordination with the candidate.
4. Responsible for creating and managing the campaign budget.

### **Senior Sales Executive**

**Snt Chefs PTY LTD** | Johannesburg

June 2015 to September 2022

- Meet with potential clients and build business relationships
- Create Marketing Materials
- Negotiate with potential clients
- Juggle multiple projects, write reports
- Travel to different meetings

### **Driver code 10 with pdp**

**Bolt taxify** | Johannesburg

January 2017 to October 2019

1. Part time drive passengers to and from their destination.
2. Meet and greet passengers. Assist passengers with entering and exiting the vehicle.
3. Lift, carry, and manage passenger luggage.
4. Follow traffic laws and correctly route myself, ensuring that there is enough gas in the tank at all times for destinations.

### **Promoter**

**Brandhouse Beverages** | Johannesburg

January 2016 to September 2016

1. Demonstrate and provide information on promoted products/services.
2. Create a positive image and lead consumers to use it.
3. Use lectures, films, charts, and/or slide shows.
4. Distribute product samples, brochures, flyers etc.
5. Identify interest and understand customer needs and requirements.

### **Sales Assistant**

**Fossil Eastgate** | Johannesburg

March 2015 to April 2016

1. Serve customers and handle any returns and refunds.
2. Unpack deliveries, stock shelves and arrange displays.
3. Rotate and replace stock.
4. Promote products to meet sales targets.
5. Keep the store clean and tidy.

### **Till Operator (Cashier)**

**SPAR** | Johannesburg

January 2015 to November 2015

1. Working quickly so that customers in the queue don't have to wait too long.
2. Scanning items for customers.
3. Weighing and pricing fruit and vegetables.
4. Using special tools to remove security tags.
5. Checking customers' bags for restrictions on items like alcohol.

## Sales Assistant

**BRANDMANIA** | Johannesburg

January 2013 to December 2013

1. Serve customers and handle any returns and refunds.
2. Unpack deliveries, stock shelves and arrange displays.
3. Rotate and replace stock.
4. Promote products to meet sales targets.
5. Keep the store clean and tidy.

## Outbound call center agent

**Yellowhive call center** | Johannesburg

September 2011 to November 2012

I used to establish outbound customer contacts in order to promote and sell a product or service.

## Admin Clerk / Data Capturer

**Mkhabela Engineering PTY (LTD)** | Johannesburg

February 2009 to February 2010

- Answers phones
- Directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.

## Education

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### Travel and Toursim (Level 3)

Springs Campus

February 2010 to December 2011

## Skills

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Basic massage skills

Skin care advisor

Digitally savvy

## Certifications and licenses

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### Entrepreneurship Development

May 2022 to July 2022

1. Developing an entrepreneurial mindset
2. Problem and solutions identification development.
3. Creating an entrepreneurial mindset.
4. Defining and marketing your Value Proposition.
5. Sales, the fundamental of small business finance
6. Laws, Labour and People
7. The art of Clear and constructive communication.
8. Sharing a dream: Pitching business idea

### Public management and governance Yali Cohort 15

February 2022 to May 2022

1. The programme contributes to the development of management skills of political, community and business executives, strategic executive managers (senior, middle and line managers).
2. Other role-players contributing to the development of improved service delivery in their organisation and in the overall public.

## Additional information

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Skill's set to fulfill the requirement's of this vacancy is within my capabilities.

I have a very strong interpersonal and intrapersonal character, as well as excellent communication skills. These values place me in good stead for the vacancy.

I always set strong personal goals for the company I work for and personal improvement. I am able to work with a team and have the ability and skills to manage different people from different cultures and values. As well as taking working under pressure and taking others workload for better and efficient results.

I always set the bar high for myself to:

1. Increase the level of professionalism and efficiency in a workplace.
2. Drive effective communication with all role players in the workplace, no matter the position.
3. Ensuring a strategy to attain maximum output with whatever resources are available in the workplace.
4. Enhancing performance – personally and for the company.
5. Developing positive thinking within the company for personal growth and for others.