



Miss Palesa Ntshidi

✉ palesantshidi97@gmail.com ☎ 0683025078
◆ Johannesburg, Gauteng

PROFILE

Self motivated, independent thinker with great administrative skills, telephone etiquette, Batho Pele principals, good time management skills, team player, work well under pressure, enthusiastic and always thriving to do everything in the best of my ability.
Seeking to expose myself to more knowledge and skills in turn contributing and benefiting whichever company I am with.

PERSONAL DETAILS

GENDER	RACE	DATE OF BIRTH
Female	African	12 Dec 1997

EDUCATION & QUALIFICATIONS

- **National Diploma in Hospitality Management**
[University of Johannesburg](#)
Tourism and Hospitality Management · National diploma in Hospitality Management · 2018
Achieved
- **NQF 5 Certificate**
Project Management · NQF 5 certificate · 2019
Achieved
- **NQF 5 Certificate**
Project Management · NQF 5 Certificate · 2020
Achieved
- **National senior certificate**
National Senior Certificate · 2015
Achieved

WORK EXPERIENCE

- **Education/Admin Assistant**
[GDE](#)
Aug 2021 – Present
Current
Assisting educators with students, lesson plans, invigilating exams/tests
Assisting with schools core administrative work, filing, scanning, printing, emailing, capturing data of learners, parents and educators on a daily.
Assisting/attending to parents and visitors
Liasing with principal and grade heads on a daily
- **Sales consultant**

Magnitude Group

Sep 2020 - Dec 2020

Selling various insurance products to potential clients.

Cold calling

Data capturing

Filing, emailing

- **Lead Generator**

3Way Marketing

Jan 2020 - Aug 2020

Generating leads for various insurance companies

Cold calling

Data capturing

Basic administrative tasks

Liaising with sales team and team leade

- **Independent Salesa Agent**

Prides Promotions

Jul 2019 - Dec 2019

Selling various insurance products to potential customers

Data capturing

Planning, organizing, filing

Setting up meetings with potential customers

SKILLS

Typing	●●●●●
Microsoft Office	●●●●●
Computer literacy	●●●●●
Problem Solving	●●●●●
Critical Thinking	●●●●●
Communication	●●●●●
Time Management	●●●●●
Electronic/manual filing	●●●●●

LANGUAGES

English	●●●●●
Afrikaans	●●●●●
Isizulu	●●●●●
SeTswana	●●●●●

PERSONAL TRAITS

- Self motivated
- Focused
- Enthusiastic
- Willingness to learn

REFERENCES

Ms Heather Chapman

Manager - Mondeor High school

☎ 0834575172

✉ www.mhs@mweb.co.za

Mrs Hettie

Manager - Magnitude Group

☎ 0711531779

Calvin Nolan

Manager - 3Way marketing

☎ 0615350191

Patrick Illunga

Manager - Prides Promotions

☎ 0790231544

COVER LETTER

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