

PROFILE

I Kamogelo Kgatle am a dedicated, organized and methodical individual. I have good interpersonal skills, I am an excellent team worker and I am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

I am a highly capable and experienced administrative professional. In addition to my administrative skills, I offer significant abilities and experience in organizing, prioritizing, confidentiality of documents, and detailed preparation of reports and projects. My ability to get along well with others, to make necessary adjustments to meet deadlines is impeccable as I put my work first.

I am extremely computer efficient, and make an excellent administrator assist for all who are in need of it in the office when necessary. I possess very good listening skills, I am not afraid to ask questions which aids in acting as a key problem solver when issues may arise.

I am skilled in mathematics and accounting, possess excellent reasoning skills, and give 100% attention to detail.

MISS KJ KGATLE

234 Phase 2
4th Avenue
Alexandra
Johannesburg
2090

Cell No: 072 516 1225

Email: Kamogelokgatile@gmail.com

PERSONAL DETAILS

Date of Birth : 01 February 1992
Marital Status : Single
Home Language : English
Driving License : Yes

EDUCATION (High School)

Year : 2010
School : Edenglen High School
Qualification : Matric – Grade 12 Certificate
Subjects studied :
English 1st Language
Afrikaans 2nd Language
Mathematics
Life Sciences
Accounting
Consumer Studies
Life Orientation

EMPLOYMENT HISTORY

1. Company Name : Seidor Networks
Position Held : Internal Customer Account Manager
Sales Administrator and Receptionist
Duration : October 2016 - Present

Internal Customer Account Manager and Sales Administrator - Key responsibilities and activities include:

- Product Manager for supplier and customer agreements & contracts in addition to company Master services agreements.
- Responsible for all renewals. Ensuring that all renewals and cancellations are submitted timeously.
- Overseeing Customer Accounts, including negotiating contracts and agreements.
- Reviewing all customers contract terms quarterly, negotiating pricing, identifying up-sell opportunities and handling objections.
- Serve as the lead point of contact for all customer account management matters that are assigned to me.
- Negotiating contracts and closing agreements.
- Ensuring the timely and successful delivery of solutions according to the customers' needs and objectives.
- Quote customers on products and/or services they need.
- Communicate with suppliers and customers on a daily.
- Meeting of potential customers and sell them the desirable product.
- Monitor all customer relationships, pipeline, forecasts, and new prospects.
- Communicating the progress of the customers progress with services to internal and external stakeholders.
- Prepare reports on account status.
- Assist with challenging client request or issue escalations as needed.
- Developing strong relationships with customers, connecting with key business executives, and preparing sales reports.

Receptionist - Key responsibilities and activities include:

- Answering calls and logging calls for engineers using the Marval System.
- Deal with daily walk-ins, directing them to the various departments.
- Log daily maintenance calls on Marval with the date + customer for all Field Engineers.
- Check calendars for customers/meetings coming in for the day.
- Meeting and greeting clients
- Booking meetings
- Arranging couriers
- Keeping the reception area tidy
- Answering and forwarding phone calls
- Screening phone calls
- Sorting and distributing post

2. Company Name : E4 Strategic
Position Held : Account Officer & Receptionist
Duration : August 2013 - June 2016

Account Officer - Key responsibilities and activities include:

- Ensure all supporting documents are attached from Collections Officers with valid reasons for refunds.
- Responsible for reconciliation and updating of withheld creditor ledgers, assisting with the processing of monthly suppliers, debtors certificate billing, processing of general Journals and loading of payments.
- Responsible for the processing, reconciliation and payment of refunds for unallocated creditor funds to administrators and rejected funds by creditors.
- Assume full responsibility of schedules that are provided for refund from reconciliation of schedule, to ensure all sign off from Management, to ensure payment of refunds to administrators, to ensure all completed payments are filed accordingly.
- Ensure that the withheld Creditor Ledgers are reconciled and updated monthly.
- Provide weekly reports and Stats on Refunds and Withheld Ledgers.
- Ensure the processing of Debtors Certificate Billing.
- Assist with the processing of Suppliers.
- Processing of General Journals.
- Load monthly Supplier and Refund payments.
- Load daily payments to Suppliers

Receptionist - Key responsibilities and activities include:

- Receive visitors to company, determine their need and direct them accordingly.
- Perform routine typing, clerical and secretarial duties including venue booking, catering arrangements and travel arrangements.
- Manage the switchboard.
- Purchasing of Company groceries and essentials.
- Sorting out and managing the post.
- Booking of meetings.

COMPUTER SKILLS

	OFFICE TOOLS - MS 2016	Last Used :
Word	Solid Experience (7+ Years)	Current
Excel	Solid Experience (7+ Years)	Current
Power Point	Solid Experience (7+ Years)	Current
Outlook	Solid Experience (7+ Years)	Current
Pastel Version 14	Solid Experience (5+ Years)	Current
SAP Systems ERP Software & Business Solutions SAP	Beginner (3+ Years)	Current

LIFE AND PROFESSIONALISM SKILLS

Programme in Management.
Developing professional leaders in
the art of effective management,
leadership, and overall
organisational development.

Completed 2019

<u>Self-Management</u>	<u>Leadership Skills</u>	
Problem Solving Skills	Presentation Skills	Conflict Management
Creative Thinking	Managing stress	Diversity Awareness
Time Management	Communication	Customer Care
Professionalism, Values, Ethics	Team work	Information Gathering Skills
Tenacity/Perseverance	Relationship building	Telephone Skills, Office Etiquette
Ability to organize	building Self-Esteem	Planning and Goal Setting
		Networking and Relationship building