

# Curriculum Vitae



## Lesedi Moabi

**Availability:** Immediately

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**Address:** 77 Place De Tetre Honeydew

**Driver's License:** Yes

**Date of birth:** 11 July 1988

**Marital Status:** Married

## About me

I am a young professional with a sales, management and business development background. I am experienced in working in high pressure environments and ensuring clear communication. The managerial skills I obtained working in the Middle East are well accompanied by invaluable leadership qualities I have always possessed. I am passionate about finding solutions to organizational problems, skilled with keeping a team motivated, results-driven and focused. I have great people skills and have no doubt that I would add value to this company.

**My personal motto:** *"The difference between ordinary and extraordinary is that little extra."*

## WORK EXPERIENCE

**Gavanni (PTY) LTD** (Johannesburg)

February 2021 to Present

**Business Development Manager**

Reference: Pontsho Mhlongo: +2776 978 3659

**KPI's:**

- Implement and execute business development strategies and plans to increase the number of new clients, generate revenue growth and to achieve or exceed sales targets
- Research, identify and grow new business opportunities
- Have an in-depth knowledge of business products and value proposition
- Develop quotes and proposals for clients
- Report on successes and areas needing improvements
- Follow industry trends

- Negotiate with stakeholders
- Identify and map business strengths and customer needs
- Undertake regular visits with existing clients to verify customer satisfaction and ensure long-term relationships
- General administration

**Skills:**

- High-level communication skills
- Stakeholder management skills
- Ability to negotiate and resolve conflict
- Experience with design and implementation of business development strategy
- Attention to detail

**Builders Superstore** (Johannesburg)

November 2018 – January 2020

**Sales Manager**

Reference: Denise Qomondi: +27 71 186 8461

**KPI's:**

- Implement strategy, policies and procedures
  - Ensure company strategy is up to date and department team members always act in line with this strategy.
- Financial and budgeting
  - Achieve agreed departmental budgets and targets obtained from the Branch manager (sales, margin, cost/ expenses ratio, stock loss results, increase in promotional sales) through proactive management.
- Operational tasks
  - Implement and maintain all required operational standards (merchandising, ticketing, housekeeping, stock availability, service levels, pricing, promotional planning and execution, stock counts, staff dress codes, safety, customer service levels), as well as all company policies and procedures in your department.
  - Conduct regular floor walks and PDRs with your team members to identify success and action required for improvement of operational standards and implement actions arising out of these.
  - Ensure that you manage the areas contained in the following checklists in your department and that your team adheres to the required standards: LP department checklist, Admin managers' checklist, Operations checklist, Regional operations managers' checklists, regional admin managers' checklists.
  - Conduct monthly "shop-outs" on KVI lines and advertised articles
  - Monitor Day Stock Cover and stock levels in your departments
  - Assist stock controllers with stock takes
- Relationships and engagement (internal and external)
- Staff Management
  - Manage non-performance through performance process

**Old Mutual**, (Johannesburg)

November 2017 – June 2018

**Personal Financial Adviser**

Reference: Mpho Sadike +27 71 604 1923

**KPI's**

- Talking to clients to determine their expenses, income, insurance coverage, financial objectives, tax status, risk tolerance, or other information needed to develop a financial plan.
- Answering client questions about financial plans and strategies and giving financial advice.
- Advising strategies for clients in insurance coverage, investment planning, cash management and other areas to help them reach financial objectives.
- Reviewing client accounts and plans on a regular basis to understand if life or economic changes, situational concerns, or financial performance necessitate changes in their plan.
- Analysing financial data received from clients to develop strategies for meeting clients' financial goals.

- Preparing or interpreting financial document summaries, investment performance reports and income projections for clients.
- Implementing financial plans or referring clients to professionals who can help them.
- Managing and updating client portfolios.
- Contacting clients regularly to discover changes in their financial status.
- Building and maintaining client base.

**Task Mi General Trading LLC, (Dubai)**

January 2016 – March 2017

**Retail Regional Account Manager** -Promoted in May 2016

Reference: Anas +971 50 376 8888

**KPI's:**

- Ensuring Promoters arrive on time
- Ensuring product placement is visible for optimum sales
- Formulating strategies for promoters to sell
- Working closely with marketing team to ensure sales
- Working on a sales target of 35+ for the promoters in Etisalat and Carrefour outlets

**Corporate Communications Assistant**

Reference: Mohammed Khalil +971 55 971 9966

**KPI's:**

- Writing up new policy
- Ensuring that the employees adhere to work policy and understanding of the policy
- Ensuring all calls coming in to be answered
- Formulating Hotel relations for company guests
- Negotiating Discounts with Hotels
- Ensuring that important emails are responded to in a timely manner

**Bomolemo Trust, (Johannesburg)**

March 2014 — May 2015

**Property Manager**

Reference: Thabo Moabi +27 83 254 5989

**KPI's:**

- Ensuring tenants pay rent on time
- Ensuring transition of new tenants to be smooth and painless
- Negotiating deals on tenancy contracts
- Ensuring properties are kept in good condition
- Allocation of budget to maintenance and workers

**Inter Active Telecoms, (Johannesburg)**

March 2012 — February 2014

**Business Development Coordinator**

Reference: Brendan Van Staaden +27 83 452 3321

**KPI's:**

- Developing a relationship with network operators
- Ensuring new services with new clients in terms of VAS.
- Negotiating profit share with network providers
- Working on events to promote the services

- Formulating on the marketing strategy for the services

#### **QUALIFICATIONS**

- Matric Exemption Hyde Park High School 2006
- Incomplete Bachelor's Degree (To be completed 2023)

#### **EDUCATION**

Matric

Jan 2001 —Nov 2006

Hyde Park High School, Johannesburg