

Tebogo Motshabi

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Key Skills

Soft Skills

Communication, Customer Service, Leadership, Problem Solving, Punctuality, Team Dynamics & Self discipline

Hard Skills

Analytical & Conceptual thinking: (CogLab)
Computer packages: (Excel, Word & Adobe Reader)

Prior Work Experience

Daymond (July. 2016 - Sep. 2016) : Merchandiser

Working as merchandiser afforded me an opportunity to constantly interact with new clients everyday. My responsibilities in this role included providing face-to-face customer service and assisting on the floor with stock movements and visual merchandising. This position gave me key employability skills while also allowing me to experience working in a professional and fast-paced work environment.

Harambee (Nov. 2016 - Jan. 2017) : Bridge Candidate

Completed intensive twelve week program to instill behaviors needed for the world of work, including attendance, punctuality, positive attitude, curiosity and energy. Being part of the bridge helped me break out of my comfort zone and taught how to be a team player. Also did training in business communication & CogLab which deals with analytical and conceptual thinking.

Hollard Insurance (Feb. 2017 - Jan. 2018) : Learnership

The program offered me an opportunity to work in a corporate environment with more than one team, and taught me a lot about flexibility, adaptability and working in an environment that has changes based on the needs. I had to be a responsible individual to be able to meet key objectives and be competent in my work.

Hollard Insurance (Feb. 2018 - Present) : Collections Consultant

My current role has benefited me a lot with communication & negotiations skills, because daily duties involve making calls to a variety of clients from different backgrounds to help them with their arrears. I genuinely like how the job teaches me the importance of knowing the client you dealing with as well as their background.

Education

School Name	Grade Completely	Year Finished
Seana Marena High School	Matric	2015
Qualifications	Institutions	Completed
Certificate (Web Design)	MOOV	2016 No
Microsoft Excel Essentials	BYTES	2017 Yes
Faisit	Inseta	2017 Yes

Achievements

- First youngest head boy at primary school, and captained the soccer team as well. (Merafe Primary School).
- Excellent scores for Sales Category at Harambee in week 2 & 3.
- Part of the winning team at Harambee in week 1.
- Part of the top 5 at Harambee in week 1 & 4.
- Excellent service attendance, punctuality & time keeping throughout the Harambee bridge
- Excellent scores for Business Numeracy in week 2 & 3.

Hobbies & Interests

- Arts & Crafts
- Healthy Lifestyle
- Networking & Socializing
- Urban Youth Cultures
- Running
- Reading

Career Aspirations

I would like to see myself learn more and continue growing within the creative industry, working towards becoming the best version of myself. I would like to increase my professional knowledge about the industry to better myself as a future creative entrepreneur whose globally recognized, and continuously sustainable.

References

Line Manager: Quinton Jacobs; E: quintonj@hollard.co.za; C: (083) 776-9143

Bridge Manager: Tsitsi Chirozva; E: tsitsi@harambee.co.za

Principal: Ntsani Mokoena; C: (073) 555-7120