

Pule Gumede

pulegumede04@gmail.com | +27 65 902 6716 | Randburg, Gauteng, South Africa
[LinkedIn Profile](#)

Information Systems and Corporate Finance & Investment student

PROFESSIONAL SUMMARY

Energetic and results-driven sales and direct marketing professional with hands-on experience in Sales, customer service, and administrative operations. I am easy to work with, I can establish and maintain good client relationships and I am Coachable. I am Seeking to contribute my creative thinking and strategic mindset to a dynamic team in the Financial Department. I am passionate about solving business and personal Financial Challenges.

CORE COMPETENCIES

- **Cost Estimation & Capital Budgeting**
Proficient in forecasting project costs and managing capital investments to ensure fiscal responsibility and project viability.
- **Budgeting & Financial Acumen**
Competent in budget planning, financial tracking, and applying portfolio theory for optimal resource allocation.
- **Strategic Communication & Negotiation**
Demonstrated excellence in verbal and written communication, with strong negotiation skills to influence outcomes and build lasting partnerships.
- **Technology Proficiency**
Strong command of Microsoft Office Suite and programming in C# for data processing, reporting, and systems integration.
- **Customer Relationship Management (CRM) & Property Management**
Experienced in managing client databases and property portfolios, ensuring seamless service delivery and high client satisfaction.
- **Administrative & Operational Efficiency**
Capable in handling administrative duties, ensuring operational workflows are maintained with accuracy and timeliness.
- **Project & Risk Management**
Skilled in leading projects using tools such as Hi-Res, with the ability to identify, assess, and mitigate potential risks effectively.
- **Collaboration & Client-Centric Approach**
Team-oriented with a focus on client satisfaction, ensuring needs are met through collaborative effort and tailored solutions.
- **Sales & Direct Marketing**
Proven ability in cold calling, direct selling, and executing marketing strategies to achieve and exceed sales targets.
- **Adaptability & Goal Orientation**
Flexible and driven, able to quickly adapt to change while staying focused on objectives and performance benchmarks.

EDUCATION

Mar 2022 until December 2025- Bachelor of Commerce in Information Systems and Corporate Finance & Investment

University of the Witwatersrand

- Maintains a strong cumulative average
- **Notable Modules:** Investment, Statistics, Corporate Finance, Information Systems, & Accounting.

Jan 2016 - Dec 2021: National Senior Certificate

Richem Secondary School | Kwa-Zulu Natal

PROFESSIONAL EXPERIENCE & LEADERSHIP

Discovery Limited – July 2025 to September 2025(Volunteer)

Financial Planner (Job shadowing)

- Gained exposure to strategic problem-solving, observing how financial Planners worked with high-net-worth Individuals, business owners and decision-makers to identify complex challenges and deliver tailored solutions.
- Learned about compliance and regulatory requirements under the FAIS Act when dealing with complex client portfolios.
- Assisted with research and preparation for client meetings, ensuring confidentiality and adherence to compliance standards.
- Observed Discovery's top-tier financial Planners during client consultations with high-net-worth individuals and families

Yale Village – Respublica – August 2023 to December 2024 (Contract)

Sales and Admin Agent

- Achieved #1 ranking in sales and admin performance within the team in 2024
- Marketed student rental units to prospective tenants through engaging showings and targeted outreach.
- Assisted with lease agreements, reviewed tenant paperwork, and managed collections
- Resolved tenant inquiries and maintenance requests to boost satisfaction and retention.
- Used Hi-Res Property Management System to streamline operations and improve efficiency

Vortunemarketing.com – Remote – January 2023 to September 2024 (Freelance)

Sales and Lead Generator

- I gained insight on how to generate leads and set Appointments with prospects
- Collaborated with business and entrepreneurs to enhance their sales funnel.
- Cold-called and emailed potential prospects to offer our products.

Okuhle Home Improvements Pty (LTD) – May 2022 to December 2023 (Contract)

Sales & Marketing Consultant

- I was tasked on the focus of increasing Sales by analysing Customer trends and refining sales strategies
- I leveraged sales technological sales tools (WhatsApp Business) and set performance metrics to achieve targets.
- Built lasting customer relationships through empathetic engagement and solution-focused service

References & Additional Information

Mary – (Manager) Respublica, Yale Village

079 159 6022

Banele Vilakazi - (Supervisor) Okuhle Home Improvements

0812624867

Languages: **English** (Fluent), **IsiZulu** (Fluent)

Davlan Govindasamy - Discovery Financial Consultant (LLB)

0726724537