

PUSELETSO SERUMULA

Johannesburg, SA | 0606434080 | [Linkedin](#) | [Portfolio](#) | obedserumula@gmail.com | [GitHub](#)

SKILLS

JavaScript, Git, HTML, CSS, Bootstrap, React.JS, Microsoft Office Package, AI, Client Communication, Problem-Solving, Collaboration, English, Zulu, Sepedi – All professional proficiency or above

WORK EXPERIENCE

Liberty Holdings Limited

Johannesbrug, SA

Office Administration

2020 - 2020

- Collaborated with the sales team to improve productivity by arranging appointments with customers and providing up-to-date support materials.
- Handled urgent calls, emails, and messages, addressing customer queries, informing them of delays, scheduling marketing events, and arranging delivery dates.
- Managed order processing through phone, email, and mail, ensuring accuracy in pricing, discounts, and product numbers.

Makro

Johannesburg, SA

Sales Man

2021 - 2021

- Responsible for stock packing and store product arrangements.

EDUCATION

Diploma in Marketing Management

Johannesburg, SA

University of Johannesburg

Graduation Date: Dec 2021

National Senior Certificate

Johannesburg, SA

Shakoleng Sec School

Graduation Date: 2016

PROJECTS

* Vanilla-To-Do: <https://puseletsoserumula.github.io/vanilla-todo-List/>

Designed a To do list using HTML, CSS and JavaScript.

* Recipe App: <https://puseletsoserumula.github.io/meal-search-api-vanilla-js/>

Implemented a meal search app using a third party API fetching data and displaying it on our browser.

* Leads Tracker: <https://puseletsoserumula.github.io/Leads-Tracker/>

Designed a leads tracker that help users save their tabs, track their web-pages through refresh into local storage. *

JavaScript-Calculator: <https://puseletsoserumula.github.io/Javascript-Calculator/>

HOBBIES

Reading, Hiking, Soccer