

## CAREER PROFILE

I am detail-orientated and can meet strict deadlines. I am seeking a challenging full time employment at your office which will help me sharpen my skills and to learn more in the field. I am a dedicated team player who is ambitious and hard-working. I believe that I will make a valuable asset to your office.

Some of my non-technical skills include:

- Identifying and formulating problems.
- Good Communication skills and computer skills.
- Quick learner from technical perspective.
- Ability to take initiative.
- Adaptable to different work environments and responsibilities.
- Analytical thinking, problem solving, information gathering, contingency planning.
- Committed and positive approach.
- Can work well as a member of a team and good team player.
- Can develop ideas into workable plans and open to learning new skills.
- Interpersonal skills.

## EDUCATION

Grade 12 (Bachelor's degree)

2010

Town View High School

Mathematics Literacy, English, Life Sciences, Life Orientation, Afrikaans, Computer Literacy

## EXPERIENCES

Kioski Manager

December 2018 - Current

Telkom (BlueTech)

Stock taking, Queries, House keeping, Sales(Processing orders, CRM, ARIA, customer queries), Maintaining relationships with customers, Direct Sales, Data Capturing



## Martha Tshegofatsho Pule

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### LANGUAGES

English (Native)

SeTswana (Native)

### INTERESTS

Reading fictional novels

Helping the elderly

Assistant Manager

October 2016 - November 2018

Telkom (BlueTech)

Stock taking, Booking in stock, CRM, Admin, Processing orders, Handling customer queries,  
Housekeeping, Maintaining positive relationships with customers, Direct Sales, Data Capturing

Sales Associate

July 2015 - October 2016

Mr Price

Permanent Cashier, Housekeeping, Merchandising, Stock Management, Customer Service

## SKILLS & PROFICIENCY

**Computer Skills (Windows OS)**



**Microsoft Office**



**Report Writing**

