

LEBOHANG MANDISA SIBEKO

CONTACT



Johannesburg, South Africa



084 854 9305



mandisalebo5@gmail.com

AVAILABILITY

Immediate

REFERENCES

- **Thembi Ngobese**
Givaudan South Africa
011 406 8857
- **Wayne Wilson**
Meridian Wine Merchants
073 361 1052
- **Nompumelelo Buthelezi**
Meridian Wine Merchants
078 628 6815

SKILLS

- Microsoft Office Suite
- Social Media Platforms and Management
- Written and Verbal Communications skills
- Detail-oriented
- Organizational skills
- Resourceful
- Canva (Software)
- Atlas
- Salesforce CRM
- SAP
- Digital Content Creation
- Website Management
- Mailchimp
- Hootsuite

ABOUT ME

I am a meticulous team player possessing robust organizational skills, actively seeking a full-time employment opportunity that presents professional challenges, utilizing my interpersonal skills, exceptional time management, and problem-solving abilities. As a reliable and organized candidate, I have a proven track record of managing multiple priorities and projects with a positive attitude, while maintaining a high degree of accuracy. I am eager to learn and take on additional responsibilities to meet team objectives.

EXPERIENCE

June 2023 - Current

Sales Support Administrator | GIVAUDAN

- Efficiently processed sales orders on Atlas with a keen focus on accuracy and prompt delivery.
- Expertly managed customer inquiries, ensuring swift resolution of issues to maintain satisfaction.
- Utilized CRM software to keep customer databases meticulously updated and accessible.
- Fostered seamless communication within the sales team, enhancing operational efficiency.
- Nurtured and sustained business relationships through professional management of partner and customer requirements.
- Provided comprehensive sales support, addressing customer queries related to inventory and logistics.
- Proficiently navigated multiple sales systems to investigate and rectify customer concerns, demonstrating adaptability and problem-solving skills.

November 2020 - May 2023

Digital Marketing Support | MERIDIAN WINE MERCHANTS

- Supported the development and execution of comprehensive digital marketing campaigns to achieve organizational goals and targets.
- Supported the Marketing team by ensuring the efficient processing of all administration documents on a daily basis.
- Processing of monthly expense claims, Purchase Orders, supplier invoices and credit card recons for the team.
- Assisted in creating and managing content for various digital platforms, including social media, websites, and email campaigns.
- Conducted market research and analysis to identify trends, competitive landscapes, and potential opportunities for improvement.
- Contributed to the creation and optimization of landing pages, email templates, and other digital assets to enhance user experience and conversion rates.
- Provided support for various marketing and sales events

CERTIFICATIONS

- ILEARN 2023
- CBP Business Communication
- IOS GROUP 2020
- Fundamentals of Project Management

LANGUAGES

English: First Language	C2
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Southern Sotho:	B2
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Upper Intermediate	
IsiZulu:	C2
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Proficient	

- November 2019 - January 2020
- Seasonal Sales Generator | FOOTGEAR**
- Expertly managed simultaneous customer interactions, ensuring a seamless and efficient shopping experience.
 - Delivered exceptional customer service, fostering a welcoming and positive environment.
 - Proficiently operated the cash register, executing transactions with accuracy and speed.
 - Drove sales through proactive engagement and persuasive product demonstrations.

EDUCATION

- 2018
- Marketing Management N6**
- EKURHULENI EAST COLLEGE**
- 2015
- Grade 12 - Senior Certificate**
- BRAKPAN HIGH SCHOOL**