

Rebotile Masekela

Sales Coordinator

Contact

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Education

University of Limpopo
Polokwane, Turfloop
BSc in Agricultural Economics

Key Skills

- Proficient in Ms Excel, PowerPoint and Word
- Excellent researching and contract writing skills
- Administration (invoices, company quotations submissions)
 - Interpersonal skills
 - Great verbal and written communication skills
- Analytical and problem-solving
 - Supporting sales reps and customer service skills.
- Integrity and ethical behavior
- Team player as well as capable of carrying out tasks individually
- Knowledgeable in economics and agricultural projects

Objective

I hold a degree in Agricultural Economics and have gained valuable experience over the course of 18 months working as a diligent sales coordinator. Presently, I am actively pursuing entry-level positions or internships within the realms of agriculture, healthcare, sales, and potentially exploring new career path.

Experience

June 2022 – Present

Volunteer • Nkateko Day Care

Educating the children through the use of educational songs

Assisting in maintaining cleanliness and organization within the premises.

March 2020 – October 2021

Online Entrepreneur • TotalLifeChanges

November 2021 – May 2023

Sales Coordinator • Medtronic Africa

Sales Coordinator

As a sales coordinator intern, my role entailed assisting in the management of customer relationships. Interacting with customers to address inquiries, provide product information, and resolve issues, contributing to overall customer satisfaction. Assisting with administrative tasks such as maintaining sales records, generating reports, and managing documentation (invoices and quotations) to support the sales process. Collaborating with the sales team, as well as cross-functional teams, to ensure seamless communication and the efficient flow of information.

Interests

- Volunteering at a semi-rural Day Care Centre and helping children learn is fulfilling.
 - Engaging in educational hobbies, such as learning technical skills from online schools, helps me stay knowledgeable.
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Leadership

- I effectively empower women to actively participate in physical fitness by conducting fitness workout sessions throughout the weekdays.
 - During the lock down period in South Africa, I embarked on the noble pursuit of selling health-related products. As a young lady who found herself unemployed at the time, I had the opportunity to acquire invaluable people and leadership skills.
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References

- Isaac Oluwatayo – University Professor
Isaac.oluwatayo@univen.ac.za / +27-784493162
- Charles Bogoshi – Medtronic Senior Sales Specialist
Charles.bogoshi@medtronic.com / +27 83 271 7854
- Nkateko Day Care – Volunteering place
Thobelankateko2@gmail.com / +2768 404 6579