

JESSICCA KEFILOE KALE

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

Mineworkers Provident fund

April 2022 - April 2023

Procurement intern

- Purchasing good or services
- Sourcing suppliers
- Performing adhoc tasks
- Make travel and accomodation arrangements
- Assisted with annual audit
- Issuing purchase orders
- Requesting quotes
- Followed up on customer queries
- Administrative duties

Mandisa Schiceka school of specialization

July 2020 - July 2021

Teacher assistant

- Data capturing
- Invigilating
- Administrative duties

Cell Direct

February 2018 - February 2019

Sales agent

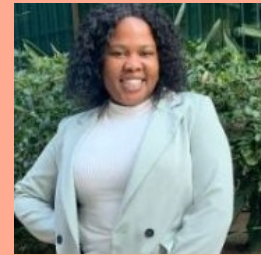
- Handling inbound and outbound call
- Keep track of sales
- Followed up on customer queries

EDUCATION

IIE Rosebank College

2017

Diploma in Business Management



COMPETENCIES AND SKILLS

Integrity, Good planning skills, Attention to detail, Flexible, Decision making, Teamwork, Problem solving, Effective communication, Computer skills and Marketing skills



REFERENCE

Lungelo Solombela - Mineworkers Provident fund

HR manager

Isolombela@mineworkers.co.za

082 450 3957

Qaphela Makhala - Mandisa Schiceka school of specialization

Principal

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011 410 6319

Refilwe Mahlekehle - Cell Direct

Project Manager

Refilwe.mahlekehle2@gmail.com

071 321 1567

ACHIEVEMENTS

: Diploma in business management :
Drivers license - CodeC1 : Updated the supply chain portal through excel