

MAKWARELA LUTENDO PATRICK

Johannesburg, Midrand • 076 586 5435

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Marketing Management | Office Administrator

PROFESSIONAL SUMMARY

Marketing Management with experience in Office Administrator, collecting, organizing, interpreting, and dissemination of various types of data. In depth knowledge of Office Administrator, deployments, Welcoming visitors and directing them to the relevant office, building strategic relationships with partners. Proven ability to create and deliver solutions tied to business organisation which offers opportunities for growth.

Core Competences and Skills

- Communication skills
- MS Office skills
- Diagnostic and problem-solving
- Office Support
- Interpersonal Skills
- Proactive
- Computer Literate

PROFESSIONAL EXPERIENCE PREZONE FINANCIAL SOLUTIONS

02/2022 /03/2023 OFFICE ADMINISTRATOR

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- Answering phone calls
 - Responding to emails
 - Welcoming Visitors and directing them to relevant office
 - Organising Meeting packs
 - Calling clients
 - Managing appointments
 - Providing Support for incoming queries
 - Office support

EDUCATION

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- Diploma in Marketing Management, Rostec FET College, 2020.
 - National Senior Certificate (Matric), Davhana Secondary school, 2017.
 - Driver's license, code 10

TRAINING AND PROFESSIONAL DEVELOPMENT

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- Lulaway Work Readiness Training
 - Bono Work Training

REFERENCES

□ Name: Mr Donald Mandiwana
□ Designation: Manager
□ Company: Prezone Financial Solutions
□ Contact : 011 492 0072/ 064 666 7648

□ Name: Mr Tembo
□ Designation: Lecture
□ Company: Rostec Collge
□ Contact: 073 921 3075