



Kgaugelo Kekana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an experienced Senior Sales Administrator within the FMCG environment, with strong exposure to high-volume sales support, order processing and customer account management. I am organised, detail-driven, and able to work accurately under pressure while meeting deadlines. I have hands-on experience working on Pastel and work closely with sales teams, distribution, and customers to ensure smooth and efficient operations

Preferred occupation	Sales administartor Sales jobs
Preferred work location	Johannesburg Gauteng
	Lebowakgomo Limpopo
	South Coast (Ugu) KwaZulu-Natal

Contacts and general information about me

Day of birth	1997-07-21 (28 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.01 iki 2026.02
Company name	AceNut traders
You were working at:	Sales administartor
Occupation	Sales administrator
What you did at this job position?	<ul style="list-style-type: none">• Coordinate sales administration functions including order processing, invoicing, and customer account management• Monitor telesales performance, productivity, and adherence to sales processes• Supervise and support the telesales team to ensure daily call targets and sales objectives are met• Ensure accurate capturing of orders on Pastel and maintain data integrity• Liaise with sales reps, distribution, and logistics to ensure timely order fulfilment• Handle escalated customer queries and resolve issues efficiently• Prepare and submit sales reports• Maintain strong relationships with key FMCG customers

Education

Educational period	nuo 2017.02 iki 2021.02
Degree	Degree
Educational institution	Boston Media Campus and business college
Educational qualification	Bachelor's Degree in Marketing Management
I could work	Full time

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	good
Sepedi	fluent	fluent	fluent

Computer knowledge

Proficient in Microsoft Office (Excel, Word, Outlook), Pastel Accounting & email communication (Outlook)

Recommendations

Contact person	Trisha Padayachee
Occupation	HR admin
Company	AceNut traders
Telephone number	011 791 7467

Additional information

Your hobbies	Cooking, studying and content creation
Driver licenses	None
Salary you wish	20000 R per month

How much do you earn now

17000 R per month