

SARA RAMAESELE
MOKGADI
GAFANE

**BACHELOR OF COMMERCE
IN BUSINESS
MANAGEMENT**

079 8656 297 | 062 3776 653
saramokgadigafane@gmail.com
987 Winnie Mandela Tembisa,
Johannesburg, 1632, (Willing to
relocate)

PERSONAL DETAILS

Date of birth
02 Dec 2000

LANGUAGES

English

Sepedi

SKILLS

Communication Skills (Verbal And
Non-Verbal)

Computer Literacy (Outlook
PowerPoint, Excel And Word)

Customer Service Orientated

Excellent Administrative Skills

Financial Management

Time Management

Proficiency With Bookkeeping
Principles And Practices

Financial Reporting And Report
Writing

Intepersonal Skills

Ability To Work Under Pressure

Ability To Multi-Task And Meet
Deadlines

Good Telephone Etiquette

ABOUT ME

Motivated Bachelor of Commerce in Business Management graduate with hands-on experience as a Voluntary Administrator and Voluntary Finance Officer, currently excelling as a Service Controller. Possesses a Certificate in Bookkeeping and adept at financial management and administrative tasks. Proven ability to streamline operations and enhance efficiency. Actively seeking opportunities in the job market to apply comprehensive expertise in a dynamic organization. Eager to leverage strong analytical skills, attention to detail, and proactive problem-solving abilities to contribute effectively in a challenging business management role

EDUCATION

**BACHELOR OF COMMERCE IN BUSINESS MANAGEMENT (NQF
LEVEL 7)**

UNIVERSITY OF LIMPOPO
2022

GRADE 12

MOSEPEDI SECONDARY SCHOOL
2018

WORK EXPERIENCE

SERVICE CONTROLLER

SENSOR SECURITY
NOV 2023 - PRESENT

- Preparing and executing plans for overall operations.
- Helping to design and improve processes and internal controls in all areas managed.
- Overseeing the core of the business, Booking units in, Performing credit returns Ordering stock and issuing stock.
- Logging calls to Technicians, Following up on repairs and providing feedback to customers.
- Closing of service calls Serving as a central point of contact for communication between technicians, managers and customers.
- Providing exceptional customer service by addressing and attending to customer queries, concerns and disputes while also ensuring maximum customer satisfaction.

VOLUNTARY FINANCE OFFICER

UNIVERSITY OF LIMPOPO
SEP 2021 - DEC 2022

- Preparing Budgets and Monitoring expenses.
- Preparing financial documents for audit purposes.
- Preparing monthly financial reports.

REFERENCES

MOTIMELE SEKELE (LECTURER)

University of Limpopo
015 268 2645
motimele.sekele@ul.ac.za

KABELO PHELLON (SENIOR SERVICE CONTROLLER)

Sensor Security
072 414 9482
kabelo@sensorsecurity.co.za

AGNES MOHALE

University of Limpopo
015 268 4131
agnes.mohale@ul.ac.za

- Maintaining accurate financial records including account receivables and account Payables.
- Filing invoices, purchases and Credits received.
- Ensuring Cash Account is up to date and any outstanding payment is justified.
- Planning and implementing fundraising event

VOLUNTARY ADMINISTRATOR

UNIVERSITY OF LIMPOPO
JAN 2022 - NOV 2022

- Organizing and storing data digitally and on paper.
- Communicating with Customers and suppliers.
- Ordering office supplies.
- Preparing monthly administrative reports.
- Assisting With Stock-taking when required.
- Recording and Monitoring Short-supplied, Over-supplied and Incorrect Supplies from Suppliers

SUPPLEMENTAL INSTRUCTOR

UNIVERSITY OF LIMPOPO
FEB 2020 - DEC 2021

- Facilitating weekly Accounting group study sessions.
- Utilizing collaborative learning techniques to ensure peer-to-peer interaction.
- Working closely with lecturers and other supplemental instructors to facilitate relevant, up-to-date support sessions based on course content and being trained in successful peer coaching techniques.
- Attending all scheduled meetings with supervisor and faculty.
- Modelling outstanding student behavior and successful academic practices

COURSES

CERTIFICATE IN BOOKKEEPING

INSTITUTE FOR CERTIFIED BOOKKEEPERS | 2024

CERTIFICATE: LEAN SIX SIGMA WHITE BELT