

CURRICULUM VITAE

AMKELWE COLLINS

Sales Administrator

Dedicated and hardworking person with a great deal of multitasking, self-motivated and team player, overseeing and implementing various programs for organisation. Seeking an opportunity where I can contribute my skills and abilities.

PERSONAL INFORMATION

Gender : Female

Ethnicity : Black

Disability : None

Criminal Record : None

Citizenship : South African

Driver's License : N/A

CONTACT DETAILS

Address: 1461 Tshetlo Crescent,
Ebony Park, Midrand.

Email: amkelwesaleni@gmail.com

Cell phone : 065 228 4488

WORK EXPERIENCE

Company : Reclite

Position Held: Sales Administrator

Duration : 20 October 2024 – 20 May 2025

Reference : Sinokuhle Magqashela - 081 356 0465

Company : Mix telematics Africa

Position : Sales Admin

Duration : 17 March 2022 – 15 October 2024

Reference : Wiseman n Majozi -065 989 7958/ 0116548000

Company : Jelo Creatives

Position : Intern (Project Manager)

Duration: 04/08/2021 – 19/11/2021

Reference: Miss Faith Mathole- 063 119 6897

QUALIFICATIONS

Institution: The Learning Organization

Qualification: Marketing

Year Completed: 2022

Institution: University of Johannesburg

Qualification : Diploma in public relations and communication

Year Completed : 2021

Institution: St. Athanasius Christian Orthodox School

Qualification: Grade 12 (Matric)

Year Completed: 2018



PROFESSIONAL SKILLS

- Communication Skills
- Teamwork and Collaboration
- Problem-Solving and Analytical Skills
- Time Management and Organization
- Leadership and Management
- Adaptability and Flexibility
- Attention to Detail and Accuracy
- Digital Literacy and Proficiency in Microsoft Office
- Data Analysis and Interpretation
- Strong Work Ethic and Commitment to Excellence



