

KEAGILE PAULINAH NKWE

📍 348 Estshedi Street, Block E, Mabopane

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📄 Professional Summary

Motivated and detail-oriented professional with strong experience in administration, customer service, and data management. Known for excellent communication, problem-solving, and organizational skills. Eager to contribute to a growth-focused organization while continuing to develop professionally.

📁 Professional Experience

Fineline Design — Finisher

August 2024 – Present

- - Laminated vinyl and prepared materials for application
- - Conducted quality checks to ensure finished product standards

AIH Logistics — Data Capturer

March 2023 – July 2023

- - Captured and processed inventory and logistics data
- - Received stock and allocated to appropriate storage locations

Old Mutual — Financial Consultant

2017 – 2022

- - Provided financial consulting and client service support
- - Assisted with policy documentation and management

Dikwena Funeral Parlor — Office Administrator

2016 – 2017

- - Managed documentation, scheduling, and client communications
- - Maintained organized filing systems

Truworths — Customer Service Representative

2011 – 2016

- - Handled customer queries and complaints
- - Managed sales operations and processed transactions

Education

Tshwane University of Technology

- National Diploma: Human Resource Management (2009)
- Certificate: VIP Payroll (2009)
- Certificate: Financial Management & Office Skills (2003)

Hebron Technical and Commercial High School

- Matric / Grade 12 (2002)

Skills

Core Skills:

- Administration & Office Management
- Customer Service
- Time Management
- Problem Solving
- Team Collaboration
- Communication (Verbal & Written)

Computer Skills:

- Microsoft Office: Word, Excel, PowerPoint, Outlook, Access
- Internet & Email Communication

Languages

- Setswana (Home)
- English (Fluent)


Personal Details

- Date of Birth: 6 April 1985
- Nationality: South African
- Marital Status: Single
- Gender: Female

References

Doreen Mdluli

Admin Manager, Truworths

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Rejoice Lukhwareni
Operations Supervisor, Old Mutual
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