

LAVHELESANI NEBAIMORO

CURRICULUM VITAE

PERSONAL INFORMATION

066 341 9312 | 084 592 8417

266 Scheiding Street, Flat 46, Ermansions, Pretoria, 0002

Email

Date of Birth: 1990/04/04

PROFILE

A focused, results-driven, and enthusiastic professional with diverse experience in administration, customer service, insurance, and retail. Proven ability to manage multiple tasks, work effectively under pressure, and contribute to team success. Strong interpersonal, communication, and organisational skills, with a commitment to delivering high-quality work within deadlines.

EDUCATION

Vhembe FET College

NCV Level Certificate

Tshiwanganatembele Secondary School

National Senior Certificate

SKILLS

- Excellent Communication
- Time Management
- Team Collaboration
- Problem Solving
- Administrative Support
- Customer Service
- Data Capturing
- Microsoft Office Proficiency
- Filing and Record Keeping
- Sales and Insurance Knowledge
- Attention to Detail
- Adaptability
- Professionalism
- Interpersonal Skills
- Organisational Skills

EXPERIENCE

Modise Cleaning Solutions – Office Cleaner

March 2025 – Current

- Performing daily cleaning of office spaces and common areas.
- Ensuring sanitation standards are maintained throughout the facility.
- Restocking cleaning supplies and maintaining equipment.
- Following health and safety guidelines during cleaning procedures.
- Reporting maintenance issues or hazards to the supervisor.
- Assisting with special cleaning projects as required.

Mooketsi Insurance Brokers – Long Term Insurance NQF

Level 4 Learner

January 2023 – December 2023

- Assisted with client file preparation and documentation.
- Supported administrative tasks for new business registrations.
- Updated client records and maintained filing systems.
- Participated in training sessions on insurance products and compliance.
- Helped with data capturing and database updates.
- Provided general office support to the insurance team.

Friends 4 Life Intermediary Services (Contact Centre) –

Sales Agent

April 2022 – September 2022

- Sold house and car insurance policies to customers.
- Handled customer enquiries and provided product information.
- Processed insurance applications and documentation.
- Maintained accurate records of customer interactions.
- Followed up on leads and referrals to close sales.

REFERENCES

Mr Maema

Modise Cleaning Solutions – Supervisor
083 411 5002

Mr AE Netshimbupfe

Absa Bank – Financial Adviser
012 471 5609

Mr Victor Mothapo

MacDonald's – Manager
012 327 7374

Miss Shibambu Precious

Nomooketsi Insurance Brokers – Human
Resource
012 757 8709

Patrick

Spar – Floor Manager
065 527 2388

Lebogang

Friends 4 Life Intermediary Services (Contact
Centre)
010 500 0069

DECLARATION

I, hereby declare that the information provided in this CV is true and correct to the best of my knowledge.

Lathelesani Nebainoro

Spar – Dell / HMR Assistant

January 2022 – March 2022

- Prepared and cooked food items as required.
- Maintained cleanliness of food preparation and service areas.
- Served customers efficiently at the counter.
- Handled cash transactions and operated the point-of-sale system.
- Monitored food stock levels and assisted with replenishment.
- Ensured compliance with food safety and hygiene standards.

Spar – Produce Assistant

May 2021 – December 2021

- Assisted customers in the produce section.
- Ordered stock and conducted regular stock counts.
- Packed, priced, and displayed fresh produce.
- Cleaned bakery equipment and work areas.
- Maintained orderly and attractive product displays.
- Supported inventory management and rotation procedures.

No Mooketsi Insurance Brokers – Administration Assistant

August 2020 – March 2021

- Organised and maintained physical and digital client files.
- Opened and prepared new client files accurately.
- Updated existing client records and business registers.
- Supported administrative workflows and document processing.
- Assisted with data entry and report preparation.
- Coordinated office stationery and equipment orders.

ABSA Bank – Personal Assistant

February 2018 – July 2020

- Managed client files, including opening, updating, and organising.
- Captured and updated daily data into relevant systems.
- Scheduled and confirmed meetings and appointments.
- Drafted documents such as wills and client correspondence.
- Ordered stationery and coordinated office equipment maintenance.
- Assisted in organising events and conferences.

MacDonald's – Cashier/Waitress

April 2013 – January 2019

- Took customer orders and processed payments accurately.
- Provided friendly and efficient service to ensure customer satisfaction.
- Answered menu-related questions and made recommendations.
- Balanced cash registers and maintained transaction records.
- Maintained cleanliness and order in the dining and service areas.
- Collaborated with team members during peak hours.