

CURRICULUM VITAE
OF
TERELA PRECIUS MOTENE

PERSONAL DETAILS

First names:
Terela Precius

Surname:
Motene

ID Number:
9808031112086

Date of Birth:
1998-08-03

Gender:
Female

Home Language:
Sepedi

Other language:
English, Tswana

Nationality:
South African

Health:
Good

Marital Status:
Single

CONTACT DETAILS

Physical Address:
2274 Winnie Mandela Zone
10
TEMBISA
1632

Contacts
074 799 5489
072 489 5534

Email address:
precioustirelo@gmail.com

EDUCATIONAL QUALIFICATION

Name of High School : Thuto Ke Maatla
Highest Grade Passed : 12
Year : 2017
Subject passed : English, Mathematics, Life Orientation,
Geography, Life Science, Sepedi,
Physical Science

Copy of National Vocational Certificate attached if required

TERTIARY EDUCATION

Institution : Central Johannesburg College Park Town Campus
Course : Marketing Management N4-N6
Year : 2019 - 2021
Subject : Computer Practice (Word, Excel & PowerPoint)
: Marketing Communication Management
: Sales Management
: Entrepreneurship and Business Management

Copy of Certificates attached if required

SKILLS

- SAGE
- FRESHDESK
- Good communication
- Teamwork
- Coping and dealing with pressure
- Problem solving
- Attention to detail.
- Smart EDi

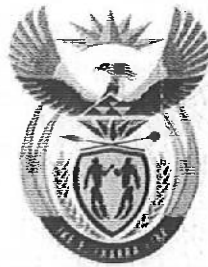
EMPLOYMENT RECORD

COMPANY & POSITION	EXPERIENCE
<p><u>Pinnacle ICT</u> Position held: HP Intern (Current)</p>	<ul style="list-style-type: none"> • Creating Pricing agreements and Part numbers on SAGE. • Placing orders on SAGE and Smart EDI. • Updating ETA's on SAGE • Book forex for orders that cost more than 10 000 dollars • Collaborate with sales teams to identify customer needs and provide product solutions. • Research client feature requests and suggest alternatives to ensure client satisfaction. • Meet Tender Deadlines. • Development partners grow sales and presales resources of partner. • Orders and Quotes are placed on vendor timeously and accurate. • Update spreadsheet. • Assist resellers with onboarding process. • Requesting special pricing from the HP Vendors, • Work with Manager to provide excellent customer service. • Managing FRESHDESK SLA's.
<p><u>OUTsurance</u> Position held : Sales Agent Year: April 2022 – Aug 2022</p>	<ul style="list-style-type: none"> • Establish a collaborative relationship with prospective clients from various sources such as networking, calling and referrals, • Meeting daily, week and monthly targets. • Selling funeral insurance policies at allocated store. • Calculate dividends and create payments.
<p><u>Montecasino</u> Position held : Waitress Year: Aug 2019 – Mar 2020</p>	<ul style="list-style-type: none"> • Good communication skill • Customer-service skills • The ability to accept criticism and work well under pressure. • Good memory • Service customers • Multitasking • Adding orders to the POS System

REFERENCES

HP Brand Executive manager : Gorette Teixeira
Contacts : 011 265 3396/ 083 792 7669
Email : goretteit@pinnacle.co.za

HP Operation Assistant manager : Lydia Mtshweni
Contacts : 011 265 3269
Email : lydiam@pinnacle.co.za



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

TERELA PRECIUS MOTENE

Identity number 9808031112086

Exam number 8172613620118

Subject

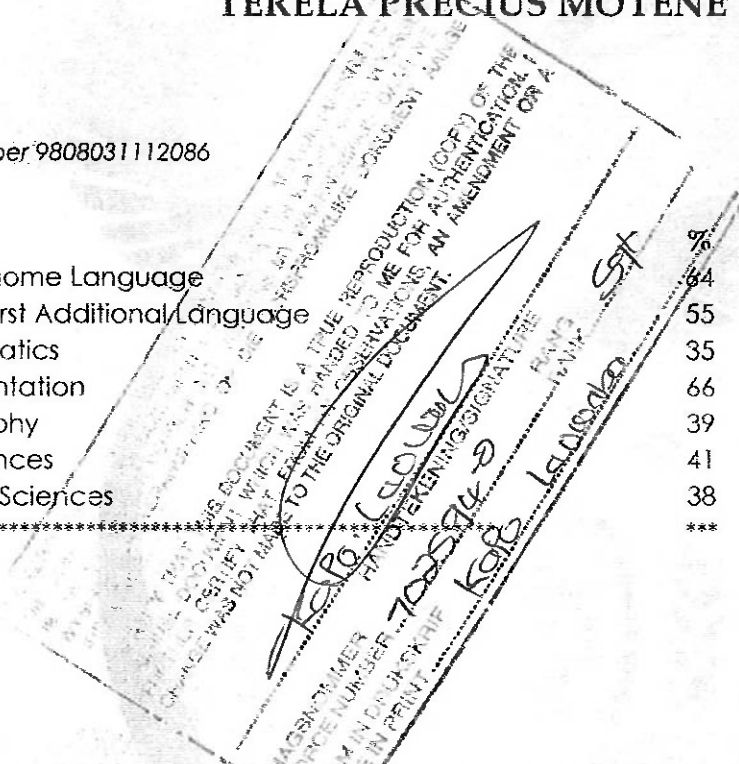
- Sepedi Home Language
- English First Additional Language
- Mathematics
- Life Orientation
- Geography
- Life Sciences
- Physical Sciences

Achievement

level

- 84
- 55
- 35
- 66
- 39
- 41
- 38
- ***

- 5
- 4
- 2
- 5
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- 3
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This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2017

M. S. RAKOMETSI
Chief Executive Officer

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This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

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(See reverse for more information)

