

MPHO JOHN MAFALADISO

- 072 598 2083
- mpho.johnmafaladiso@gmail.com
- LinkedIn profile: www.linkedin.com/in/mpho-john-mafaladiso-09607713b

SALES CONSULTANT / FANACIAL ADMIN ADMIN ASSISTANCE

PROFILE

EXPERIENCED IN BANKING PROFESSIONAL WITH 6+ YEARS IN SALES CONSULTING AND 1 YEAR IN DEBT COLLECTION SUPPORTED BY 2 YEARS OF FINANCIAL ADMINISTRATION AND 1 YEAR OF SUPPLY CHAIN MANAGEMENT

SKILLS

- **CRM SYSTEMS**
- **MICROSOFT OFFICE**
- **TEAMWORK**
- **COMMUNICATION**
- **TIME MANAGEMENT AND CREATIVITY**

Experience

Debt Collector/ First National Bank Jan 2009-Dec 2009

Duties: Recovering outstanding payments by locating debtors, negotiating payment plans, and maintaining strict records

Customer Sales Consultant /Standard Bank Aug 2010-Nov 2016

Duties: Drives revenue by promoting, selling, and cross-selling financial products—such as loans, accounts, and insurance—to new and existing clients. Skilled in using various CRM systems to manage relationships with customers and track sales performance.

Intern/Supply Chain Clerk /Lexmark International Jan 2018-Dec 2018

Duties: Manages the daily administrative flow of goods, including purchasing, receiving, inventory tracking, and updating databases. Key duties involve processing requisitions, issuing orders, maintaining supplier records, and ensuring compliance with procurement policies.

Intern/Financial Admin Assistance / Lexmark International Jan2019-Dec 2020

Supports financial teams by handling daily tasks like data capturing, invoiceprocessing, creditor/debtor reconciliation, and supplier communication

Education

National Certificate in Banking Services

Advice Level 5
End User Level 3
Supply Chain Management Level 3
Business Administration Services NQF Level 4
Cost Harvesting and Transport Operations

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