

GUGULETHU MONISI

CONTACT INFO



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PROFILE

I'm a driven and enthusiastic goal-getter who thrives in a team environment, leveraging my people skills to build strong relationships and drive success. With a kind and energetic approach, I excel at collaborating with others to achieve shared objectives. My positivity and can-do attitude make me a valuable asset to any team, and I'm always looking for ways to grow and contribute

EXPERIENCE

Enhle Elihle Designs

Administrator

2024 -till date

Data capturing ,administration,filing ,meeting co-ordinator and report consolidation.

Premiere Banker

FNB

2019-2020

- Personal banking for medium to high net worth of FNB clientele including upwelling if bank products to existing clients in inbound call centre

Documents Admin assistant

Adcock Ingrams

2005-2010

- Consolidating production figures as per line documents
- Issuing ok f labels and new documents for new production batches

Sales consultant

Discovery bank

2021-2023

- Outbound call centre-,on boarding new clients for Discovery Bank products

HR Administrator (Assistant)

ABSA Bank

2012-2018

- Data capturing , interview pack preparation and interview schedule organiser
- Onboarding of new clients
- Meeting minutes taking and reports consolidation

Awards and Acknowledgment

- 2x Annual great customer service certificates| 2014 and 2018 respectively

References

Upon request

EDUCATION

- NQF5 - Financial Planning
Milpark College 2017
- NQF5 Banking Advice
Milpark College 2013
- RE 5 Certificate
Moonstone 2016
- Computer Certificate
MSC Colledge 2006
- Class of business certificates: long term insurance,pension funds, investments,short term personal lines and CPD points.

SKILL

- Customer Service
- Problem solving
- Attention to detail
- Communication
- Interpersonal skills
- Adaptability
- Time Management
- Resilience