



JOSHUA BESTER

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A customer service professional with years of experience, Josh prides himself in being knowledgeable and capable of delivering client-focused solutions. This is accompanied by a strong ability to communicate and quickly learn new concepts or fields.

EXPERIENCE

NOV 2022 -
MAY 2024

ADMINISTRATIVE MANAGER, REG24 PTY LTD

Position involves client-facing administration: receiving, reviewing, and sending documentation from clients (car dealerships) to various areas across the country to be processed. The position requires strong focus and attention to details to avoid any mistakes/additional costs. Still delivered top-level service to retain clientele and encourage new ones.

MAR 2017 -
JUNE 2022

SALES REPRESENTATIVE/MANAGER, VAPERITE PTY

Provided clients with service designed to both sell and inform. The position required an in-depth knowledge of the industry and being able to explain it to clients in a way that they can understand. Also included daily admin and cleaning duties.

Further became a manager for one of their newest stores in Cape Town for a period of a year before moving back to Pretoria.

EDUCATION

FEB 2022 -
PRESENT

BACHELOR OF APPLIED PSYCHOLOGY, SACAP

Excelling in full-time studies while working – final year.

NOV 2015

MATRIC CERTIFICATE, CAMBRIDGE INTERNATIONAL EXAMS

Graduated from Cambridge International Exams and excelled in English and Physical Science.

SKILLS

- Excellent communication skills, both verbal and written
- Attention to detail and accuracy in medication dispensing and record-keeping
- Ability to collaborate with colleagues to achieve success in a given task
- Ability to learn quickly and pick up new industries within days.

LANGUAGES

- English
- Afrikaans