



# ROCHELLE GOVENDER

SALES & MARKETING ADMINISTRATOR

📍 Troupant Avenue, Sandton, 2191, South Africa

📞 +27843929113

✉️ rochelle23gov@gmail.com

## HIGHLIGHTS

- Registered with the South African Council for Educators (SACE)
- Outstanding communication, administration, and customer service skills
- Proficient in Microsoft office

## EDUCATION

### LEVEL 5 DIPLOMA IN TEACHING ENGLISH AS A FOREIGN LANGUAGE (168 HOUR)

The TEFL Academy /  
Johannesburg / 2022

- 20 hours of practicals

### POSTGRADUATE CERTIFICATE IN EDUCATION (PGCE) UNIVERSITY OF SOUTH AFRICA / Pretoria / 2022

- Senior Phase & Further Education and Training
- Business Studies
- Economic Management Sciences

### NATIONAL DIPLOMA- 3 YEAR QUALIFICATION (ASSOCIATES DEGREE) UNIVERSITY OF SOUTH AFRICA / Pretoria / 2019

- Human Resource Management

## ABOUT ME

I am a newly qualified educator in South Africa, registered on the South African Council for Educators. I am creative by nature and therefore keen to use this creativity to create stimulating lessons to inspire a class. I work well in a team and can communicate well at all levels and ages. Mature and lively, I have a variety of outside interests and remain committed to developing my teaching skills further and contributing to the success of the school.

## WORK EXPERIENCE

### ABSOLUTE AVIATION

Johannesburg  
Mar 2018 - Present

#### Sales & Marketing Administrator

- The primary objective for this role is to alleviate the administrative responsibilities of the sales team to a degree where they can be out in the field building relationships rather than office bound.
- Compiling aircraft specifications and proposals for clients
- Data capture and data management on Salesforce (CRM software package)
- Advertise new and preowned aircraft on various marketing platforms
- Collate data for monthly management reports

### IMPERIAL COLLECTION- LAMBORGHINI

Johannesburg  
Aug 2015 - Feb 2018

#### Admin & Marketing coordinator

- Responsible for providing administrative support to entire management team
- Greet visitors/customers in a friendly and courteous manner upon arrival
- Assist manager in preparing and allocating annual marketing budget
- Maintain various logs like vehicle license and registration, client database, weekly stock count and reconciliation and incoming/outgoing packages
- Organize promotional activities for new products. E.g. New vehicle model car launch
- Update marketing activity on Lamborghini portal for Head office in Italy

### BOEHRINGER INGELHEIM

Johannesburg  
Mar 2015 - Aug 2015

#### HR Administrator

(Short Term Employment Contract)

- Adhere and follow the IMS processes and procedures
- Essential Job Functions
- Recruitment
- Human Resource ETD & Administration

REFERENCES

NEIL HOWARD  
Absolute Aviation  
T: +41 79 429 59 66  
E: Neil@absoluteaviation.co.za

ANGELO PISANTI  
Lamborghini Auto Services  
T: +27 83 234 2276  
E: Services@lamboautoservices.co.za/  
angelopisanti03@gmail.com

PERSONAL DETAILS

Date of birth  
23 April 1989

Nationality  
South African

Marital status  
Single

EDCON- EDGARS  
Umhlanga  
Dec 2010 - Jul 2015

- HR Administrator
- Admin support to HR department (Recruitment and terminations)
  - Assist with annual leave and salary queries
  - Plan management schedule and travelling itinerary
  - Update employee records/ files
  - Events coordinator
  - Process UIF claims
  - Attend to medical aid and IOD queries
  - Capture and submit staff overtime and shift allowance
  - Office AD Hoc duties