

Professional Profile



Name

Sumaya Hartley

Profile Summary

I am an experienced administrative and client service professional with over a decade of experience in banking, insurance, sales, and call centre environments. I am skilled in customer relationship management, team support, conflict resolution, and working with advanced CRM and administrative systems. I am seeking a role where I can use my communication, organisation, and service excellence skills to support business operations and client satisfaction.

Looking for

Customer Service, Office Administration, Client Liaison, Reception, or Office Coordinator roles

Skills

- Customer Relationship Management
- Administration & Office Support
- Conflict Resolution & Client Communication
- CRM Systems (Siebel, Midbase, MIP, Phoenix, Zeus)
- Microsoft Office, SAP, SharePoint

Experience

Over 15 years of experience in administrative support, customer service, and team leadership across banking, insurance, and call centre environments.

Location

Johannesburg North (Willing to work hybrid, or remote)

Availability

Immediately

Contact

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