

BELINA KGOMOTSO MASHEGO

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Objective

Creative and detail-oriented Jeweller and Administrator, with hands-on experience in bench work, diamonds and metal fabrication. Skilled in crafting high-quality, precision jewellery pieces while maintaining strict attention to detail and finishing standards. Seeking a bench work position to contribute technical expertise, artistic vision, and craftsmanship to a dynamic jewellery team.

Experience

- KGK DIAMOND SA** JANUARY 2025 - DECEMBER 2025
DIAMOND CUTTER (SKILLS PROGRAM)
 - Analyzing rough diamonds to determine optimal cutting strategy.
 - Planning and executing cuts to maximize brilliance, clarity, and value.
 - Cleaving sawing, and shaping diamonds using precision tools or lasers.
 - Faceting and polishing stones to achieve perfect symmetry and finish.
 - Inspecting diamonds for quality, accuracy, and industry standards compliance.
 - Collaborating with gemologists and jewellers to produce market-ready diamonds.
 - Operating and maintaining cutting and polishing equipment safely and efficiently.
- LOUIE DANIELE** JANUARY 2024 - JUNE 2024
JEWELLERY POLISHER (PART TIME)
 - Polishing and buffing jewellery to achieve a smooth, shiny finish.
 - Removing scratches, rough edges, and imperfections.
 - Applying various finishes, high polish, matte, brushed as required.
 - Cleaning jewellery using ultrasonic cleaners, steamers, or manual methods.
 - Ensuring gemstones are protected during polishing.
 - Inspecting finished jewellery for quality and consistency.
- SOPHIA FINE JEWELLERS** JANUARY 2020 - DECEMBER 2023
JEWELLERY DESIGNER&MANUFACTURER
 - Manufactured and assembled jewellery pieces using gold, silver, and other precious metals.

Performed jewellery repairs including soldering, resizing rings, fixing clasps, and replacing components.

Set gemstones and diamonds securely using appropriate setting techniques.

Polished, buffed, and finished jewellery to a high-quality standard.

Conducted cleaning and restoration of worn or damaged jewellery items.

Used hand tools and workshop machinery safely and effectively (e.g. files, torches, polishing machines).

Interpreted design specifications and followed instructions for custom-made jewellery pieces.

Inspected finished pieces to ensure quality, accuracy, and customer satisfaction.

Maintained cleanliness and organization of the workbench and tools.

Assisted in stock control of materials such as metals, gemstones, and findings.

Worked closely with designers and admin staff to meet deadlines and client requirements.

• **RARE EARTH CREATIONS Pty(Ltd)** JANUARY 2018 - NOVEMBER 2019
ADMINISTRATION ASSISTANT

Managed daily office operations including answering calls, emails, and client enquiries.

Scheduled client appointments for jewellery repairs, consultations, and custom design services.

Prepared and issued invoices, quotations, receipts, and job cards accurately.

Recorded and tracked customer orders, repairs, and custom jewellery projects from intake to collection.

Coordinated workflow between clients and jewellers to ensure timely completion of tasks.

Maintained organized filing systems for customer records, job orders, and financial documents.

Handled customer service queries and resolved complaints in a professional manner.

Processed payments (cash, card, EFT) and maintained accurate daily transaction records.

Monitored jewellery stock and materials, ensuring proper inventory control and reporting low stock levels.

Assisted with pricing, stock taking, and basic financial administration.

Supported marketing efforts by updating social media pages and promoting jewellery products.

Education

• **Tshwane University of Technology**
NDip Jewellery Design&Manufacturing

2017

Skills

- Creative and Artistic.
- Good interpersonal and communication skills
- CAD and Microsoft suite.
- Highly developed and attention to details.
- Time management and creative problem solving.
- Metals and diamonds
- Customer service
- Administration

Projects

- **CERTIFICATES AND AWARDS**
 - Fincial Literacy Master Classes- Wits University & NYDA 2024
 - Skills Enterprise Development- SADPMR 2023
 - Top 10 Apprentice Jewellery Designs&Manufacturing awards- Anglo American(PlatinumAfrica) 2019

Reference

- AVAILABLE ON REQUEST