

THUBELIHLE NDLOVU

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No 6 Piedmont Court.Grafton and Hendon St.Yeoville.JHB

I am a motivated, adaptable and responsible individual with a positive attitude towards work, a very punctual and time conscious self-starter. I have a methodical, customer focused approach towards work and a strong drive to see things through to completion. I am very much eager to apply my strong observation and communication skills towards adapting a new situation.

ACQUIRED COMPETENCES AND SKILLS

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|--------------------|----------------------|
| • Customer Service | Negotiation |
| • Adaptability | Sales administration |
| • Decision making | Loss Prevention |
| • Problem solving | Basic first Aid |
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PROFESSIONAL EXPERIENCES

Miraton Guest House

Receptionist (May 2015 to June 2016)

Responsibilities

- Attending to visitors by greeting, welcoming and directing them appropriately
- Informing visitors by answering or referring inquiries
- Maintaining security and tele-communication system
- Contributing to team effort by accomplishing related results as needed
- Notifying the company with personnel of visitors arrival

Eagles Car Dealership

Sales Lady (Aug 2016 to Feb 2018)

Responsibilities

- Directing customers by escorting them to racks and counters
- Keeping the client informed by notifying them of preferred customer sales and future merchandise of potential interest
- Assisting with inventory, including receiving and stocking merchandise
- Providing outstanding customer services
- Alerts management of potential security issues

Milkylane Clearwater

Waitress (Feb 2018 to Mar 2020)

Responsibilities

- Providing excellent wait service to ensure satisfaction to all our customers
 - Taking customer orders and delivering food and beverages
 - Making menu recommendations, answering questions and sharing additional information with restaurant patrons
 - Checking dishes and kitchen ware for cleanliness and presentation towards all our customers
 - Informing customers about the day's special
 - Following all the health department regulations
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EDUCATION

Completed Primary Education at Sacread Heart Primary School

Completed O'level and A'level at J.Z Moyo High School

PERSONAL ATTRIBUTES

- Good communication skills
 - Hard working
 - Able to work under pressure
 - Fast learner
 - Responsible
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REFERENCES

Mr Smart

Manager at Miraton Guest House

+27 735 635 488

Mr Justin

Manager at Eagles Car Dealership

+27 744 858 555

Sherian

Manager at Milkylane Clearwater

+27 814 803 152