



# Buhle Masondo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Dear Hiring Manager

I just concluded my Marketing Management studies and it would be a privilege to contribute to the company's growth and future successes in the position by accepting me in your company. I believe my academic strengths and passion for creative solutions will be a positive addition to your team and support your organization.

I enjoy innovation and love to experiment with different ideas and I am known for inspiring and devising original, thought-provoking concepts. I have cultivated talents in product demonstration, book keeping and admin through diverse experiences. These skills, along with my passion for this field, align with the qualities you desire. I excel in a workplace that promotes a culture of consensus-driven and high energy teamwork.

I have an artistic eye and strong work ethic, but I also like to foster an element of fun. I offer experience in communication, critical thinking and problem-solving. I strongly believe that my creative talents will prove to be a valuable resource for your organization, and I look forward to an interview with you and the opportunity to create and grow as your new employee.

Sincerely,

Masondo, Buhle

Preferred occupation

**Administrators**

Administrative jobs

**Marketing assistant**

Ads, marketing jobs

**Receptionist**

Administrative jobs

**Sales administrator**

Sales jobs

**Government jobs**

Government jobs

Preferred work location                      Johannesburg  
Gauteng

### Contacts and general information about me

Day of birth                                      2000-02-25 (24 years old)  
Gender    Female  
Residential location                              Johannesburg  
Gauteng  
Telephone number                                *Information is available only for registered users.*  
[Sign in](#)  
Email address                                      *Information is available only for registered users.*  
[Sign in](#)

### Work experience

Working period                                    **nuo 2021.01 iki 2021.03**  
Company name                                    Usave  
You were working at:                              Store person  
Occupation                                        Assistant  
What you did at this job position?            Teller Customer complaints and queries SAP WFM payroll Hours scheduling Invoicing Capturing invoices Offloading distribution truck Gap scan and inventory Stock counting Packing and pricing  
  
Working period                                    **nuo 2021.04 iki 2022.10**  
Company name                                    OUTsurance  
You were working at:                              Agents  
Occupation                                        Internship  
What you did at this job position?            Open new policies for customers and made quotations for them. Advertising my products and product knowledge came in handy. Helped customers as I was based at a retail store. Provide Quotes and Complete Sales Mar 2021- Oct 2022 Provide Statements and Log Claims Assist Money Market Staff with training Manage the OUTsurance marketing material and Promote OUTsurance Funeral Assist with resolving customer issues/queries

Working period **nuo 2022.11 iki 2023.04**

Company name Selecta Shuttle

You were working at: Customer care agent

Occupation Customer service representative and administrator

What you did at this job position? Manage large amounts of incoming phone calls Generate sales leads Identify and assess customers' needs to achieve satisfaction Build sustainable relationships and trust with customer accounts through open and interactive communication Provide accurate, valid and complete information by using the right methods/tools Meet personal/customer service team sales targets and call handling quotas Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution Keep records of customer interactions, process customer accounts and file documents Planning route schedules with agility Booking trips using computer software Administrative tasks and data capturing Following the businesses processes and policies Conducting inspections and checks on specific locations, tools & equipment, fuel, and vehicles Data collection and analysis of operational touchpoints Completing and documenting technical reports Attending team meetings Working with people from other disciplines to gain knowledge on the whole business Capturing invoices from suppliers in SageAccounting software. Capturing Vat from Invoices into SageAccounting software. Preparing supply payments and Reports. Allocating payments to supply invoices Keeping records of invoices and supplier invoice. Providing assistance with BBBEEdocumentation for clients. Company Vehicles Tracking and Reports-update

**Education**

Educational period **nuo 2019.01 iki 2022.10**

Degree Diploma

Educational institution South West Gauteng College

Educational qualification Marketing Management

Educational period **nuo 2013.01 iki 2017.12**

Degree Grade 12 / Matric

Educational institution Southview High School

Educational qualification Bachelors degree

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	very good	very good	good
Afrikaans	basic	basic	good
Sesotho	good		good

**Computer knowledge**

Microsoft Office

Communication- building relationships with customers to facilitate sales Software- experienced with POS system, google sheet, data capturing and analysis

Trellis

Microsoft excel, wors, PowerPoint.

Adobe

Sage

Sap

ECM

Outlook

**Recommendations**

Contact person	Koketso
Occupation	Manager
Company	Selecta
Telephone number	+27 82 299 8996
Email address	koketsoglen54@gmail.com

**Additional information**

Driver licenses	B Light Vehicle $\leq$ 3,500kg
Driver license from	2021-07-00 (3 years)
Salary you wish	10000 R per month
How much do you earn now	8500 R per month