



Phumudzo Masithulela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an Administrator position or sales coordinator. I am currently a Sales and administrative professional with over nine years of experience who is self-motivated and upbeat. I am a proactive team player who can multitask and work well under pressure. I have several qualities that are very powerful and will be helpful in the workplace. I learn quickly, and I'm constantly eager to learn new things. I am great at working with others to complete a task on time and at a high standard

Preferred occupation Administrators
Administrative jobs

Bookkeeper
Administrative jobs

Preferred work location Production coordinator
Administrative jobs

East Rand
Gauteng

Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

Polokwane / Pietersburg
Limpopo

Lebowakgomo
Limpopo

Contacts and general information about me

Day of birth 1987-08-10 (37 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 2013.06 iki 2023.10

Company name

EuropCar

Occupation

Sales administrator

What you did at this job position?

- Customer Onboarding and vetting credit score.
- Compiling documents from the customer to create debtor accounts.
- Making bookings and quotation for the existing customers
- Leasing with various branches for Partial billing, rentals termination and sourcing vehicles for the customers.
- Maintaining existing customer base.
- Refund and debt collection
- Compile Sales reports (monthly) for internal stakeholders.
- Day to day customer query management.
- Create and maintain profiles on all relevant customer booking and business information tools.
- Provide excellent customer service, effectively assisting with customer queries.
- General typing, emails, admin, and filing

Education

Educational period

nuo 2007.01 iki 2009.12

Degree

Diploma

Educational institution

Ekurhuleni west college

Educational qualification

Diploma in financial management

Languages

Language

Speaking level

Understanding level

Writing level

English

fluent

fluent

very good

Tshivenda

fluent

fluent

fluent

Sepedi

fluent

fluent

basic

isiZulu

fluent

fluent

do not know

Computer knowledge

Microsoft Word

Microsoft excel

PowerPoint

Internet

Recommendations

Contact person	Alicia chetty
Occupation	Call center manager
Company	EuropCar
Telephone number	0115709000

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-03-00 (3 years)
Salary you wish	20 000 R per month
How much do you earn now	15200 R per month