



# 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.*

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## Work experience

Working period	<b>nuo 2013.06 iki 2023.10</b>
Company name	EuropCar
Occupation	Sales administrator
What you did at this job position?	<ul style="list-style-type: none"><li>• Customer Onboarding and vetting credit score.</li><li>• Compiling documents from the customer to create debtor accounts.</li><li>• Making bookings and quotation for the existing customers</li><li>• Leasing with various branches for Partial billing, rentals termination and sourcing vehicles for the customers.</li><li>• Maintaining existing customer base.</li><li>• Refund and debt collection</li><li>• Compile Sales reports (monthly) for internal stakeholders.</li><li>• Day to day customer query management.</li><li>• Create and maintain profiles on all relevant customer booking and business information tools.</li><li>• Provide excellent customer service, effectively assisting with customer queries.</li><li>• General typing, emails, admin, and filing</li></ul>

## Education

Educational period	<b>nuo 2007.01 iki 2009.12</b>
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