

Kopano unity Giwu

Johannesburg, Gauteng 1809

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I am a hardworking, loyal, team worker who is good with people and I'm a dedicated human being who loves challenges and love learning from others , I am willing to grow from where I am to higher places

Willing to relocate: Anywhere

Work Experience

Booking Clerk

Barons Woodmead-Johannesburg, Gauteng

October 2022 to Present

1. Book Vehicles for service and repairs
2. Consults with customers
3. Prepare paperwork for the workshop
4. Receive cars in the morning and during the day
5. Assist in making service quotes for customers
6. Call customers after service to check and rate us on the service

stock taker

DIAL A STUDENT-Johannesburg, Gauteng

August 2019 to April 2023

1. we count stock
2. Scan
3. Pack

Yes program Intern

Barons Woodmead-Johannesburg, Gauteng

October 2021 to October 2022

1. New cars Stock controller
2. Bookings clerk at service department
3. Service advisor

cleaner

Kliptown Youth Program-Johannesburg, Gauteng

March 2021 to August 2021

1. Clean classrooms
2. serve the learners food

Education

Matric

Thaba Jabula Sec School - Johannesburg, Gauteng

January 2014 to December 2018

Skills

- Customer service
- Microsoft Office
- Food preparation
- Communication skills
- Stocking
- Cash handling
- Organizational skills

Certifications and Licenses

Matric

Computer Certificate

Stock take certificate