

CURRICULUM VITÆ

OF

SIPHOSETHU SAMANTHA

MKANDWANA

APPLICATION LETTER

Dear Recruiter

My name is Siphosethu Samantha Mkandwana, I am 26 years of age, I matriculated in 2014 at Dowerglen High school. In 2015 I went on to study for 2 year in Rosebank College towards a Diploma in Public relations. I would describe myself as an ambitious, loyal and hardworking individual. I enjoy socializing, meeting new people and problem solving.

I have acquired training in Business Administration through a Learnership programme with TL consulting a Services SETA service provider. I also gained workplace experience at Real net properties where I did PR and marketing, sales promotion and administration.

Added to this, I also acquired training and workplace experience as an Outbound Call centre agent making direct phone calls to customers, selling MTN contract cellular phone deals, and I worked as a Receptionist at Zodiac pool care. In 2021 I worked at IEC (Electoral Commission of South Africa) as a voting register officer (VRO), during the Local Government Elections, My last job opportunity was at STATS SA where I took on the position to be a (FW)Field worker my duties entailed electronically capturing the demographics and personal information data of the people living in South Africa.

With all the above experience, I have gained knowledge and skills in Customer service, Sales, IT data capturing skills, Administration and Marketing. Lastly, I have gained and improved in my communication skills, leadership skills and people skills as such I believe that I will be a great asset to your team given the opportunity.

Thank you for considering my application, I look forward in anticipation to your response.

Yours Sincerely

Siphosethu Samantha Mkandwana

QUALIFICATIONS

Name: Siphosethu Samantha Mkandwana
Address: Midrand 1685
Contact No: 065 5070 664/073 720 0031
Email: sethusamfx7@gmail.com

Personal Summary

I am an enthusiastic, loyal, hardworking, well organized and ambitious people's person, career driven individual who is a fluent English speaker and also multi lingual, with high levels of determination, I can work well on my own initiative and in a team or group setup. I am able to demonstrate high levels of motivation and determination when executing all my tasks successfully while meeting the toughest of deadlines. My strengths are in Communication , people skills, marketing, administration and I am very attentive to detail. Even under significant pressure, I possess a strong ability to perform effectively and efficiently in achieving great results .I have good risk management skills it is my responsibility to be a excellent representation of the Company I am working for. I make it my duty to ensure a good image and success of the company by the quality of my work and my relationships with my colleagues or clients and stakeholders of the organization.

Personal Details

Gender: Female
Date of birth: 18 June 1996
Nationality: South Africa
Dependent: None
Home language: English, IsiXhosa
Other languages: isiZulu, Sepedi, Tswana, Sepedi
Religion: Christian

Interests & activities

- Traveling,
 - Socializing with new people
 - Music,
 - Quizzes and Problem solving games
 - Singing,
 - Dramatic Arts
 - Reading,
 - Debate,
 - Public speaking
 - Social Media Management
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Educational Qualifications

Tertiary Education

Attended: Rosebank college, Diploma in Public Relations,

Modules: Business communication, public relation, Communication science,
Introduction to project management, Introduction to personal
Computing Work integrated learning and Practice of public relation.

Year of Completion: 2016 (Inc)

High School Education

Attended: Dowerglen high school. Grade 12

Subjects: Life sciences, Afrikaans, English, Business studies,
Computer application, Technology, Mathematical literacy,
Life orientation.

Year of Completion: 2014

Training

Company: Croko Empire

Position: Business marketing, communication
sales rep for car polish

Year: beginning of 2016

Company: Nexgen

Training: Certificate as Call centre agent training & workplace
experience sales promotion of contract cellular phone

Year: 2016

Company: TL Consulting and Spaceball

Training: Certificate for Business administration NQF level 2
Services SETA learnership, learning experience in
Business communication, filing of reports and etc.

Year: 2017-2017

Company: Real Net Properties

Training: Workplace and learning experience in real estate
marketing and sales promotion of properties around
South Africa

Year: 2017-2017

Skills

- Customer Service
 - Communication skills
 - Marketing Sales
 - Public Relations
 - Administration skills
 - Social media Management Skills
 - Business Skills
 - Promotion Skills
 - Risk management skills
 - Microsoft word
 - Microsoft excels
 - Microsoft Access
 - Adobe in design
 - Microsoft PowerPoint
 - Internet & email
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Employment History

1. Company: Zodiac Pool Care
- Position: Receptionist
- Duties: Receptionist and administrative duties, switchboard, filing, customer service
- Year: April 2018- November 2019
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2. Company: Nexgen
- Position : Call centre agent
- Duties: Sales of cell phone contracts to MTN customers

Year: October 2016- October 2017

3. Company: Crocko Empire

Position : Marketing Sales promotion representative

Duties: Sales and Marketing of Car polish and car accessories

Year: January -March 2016

4.Company: Real Net Properties

Position : Real Estate Assistant Agent

Duties: Sales and promotion of property within the Gauteng region

Year: February 2017- March 2018

5.Company IEC (Electoral Commissions of South Africa)

Position: VRO (Voter's Registration Officer) Duties:

Top 3 official duties registering all South African voters on the VMD new system

Cross referencing all voters-on-voters roll, ensuring a free and fair discreet election,

customer service duties, Counting officer after elections.

Year: 2021

5. Company: STATS SA

Position: FW Field Worker

Duties: Field Worker administrative duties,

customer service, electronically capturing personal Information and

demographics for more than 1000,Households, providing solutions answering

peoples queries and complaints professionally.

Year: February 2022- April 2022

Reference

- † Company: IEC (Electoral Commissions of South Africa)
Contact: Bongzi Mhlongo (Area Manager) 068 209 2278
- † Company: Zodiac Pool Care
Contact: Nontando Tshemese, 083 430 5573
- † Company: Nexgen
Contact: Michelle Richards (Director), 087 330 1015
- † Company: Crocko Empire
Contact: Mbali (Marketing Manager), 076 851 8129
- † Company: Real Net Properties
Contact: Emma Ledwaba (Agent/Mentor), 072 615 0493
- † Company: Stats SA
Contact: Letho (FW Supervisor), 074 329 3911

