

PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant and Data Entry Specialist with expertise in computer literacy, administrative support, and communication. Certified in TEFL and experienced in customer-facing roles. Adept at managing tasks efficiently in dynamic environments.

SKILLS

- Technical Skills: Data Entry, Virtual Assistance, Computer Literacy, IT (Mindluster Certification).
- Languages: English, S. Sotho, Zulu.
- Other Skills: Time Management, Customer Service, Promotions, Retail Support.

WORK EXPERIENCE

Shop Assistant

Clicks Alberton Meyersdale, Johannesburg

Feb 2017 - Aug 2018

- Provided excellent customer service, assisting shoppers with inquiries and purchases.
- Maintained product displays and ensured stock availability.

Assistant Cashier

Clicks Alberton Meyersdale, Johannesburg

Sep 2020 - Apr 2022

- Processed transactions accurately and efficiently, ensuring customer satisfaction.

Promotions Assistant

Croco Empire, Johannesburg

Feb 2017 - Aug 2018

- Conducted promotional campaigns to increase product visibility and sales.

EDUCATION

Intact Education Group | Johannesburg, South Africa

Level 4 Certification in Early Childhood Development | 2022

Seana Marena High School | Johannesburg, South Africa

Grade 12 National Senior Certificate

CERTIFICATIONS

- TEFL Certificate | Completed 2023
- Computer Literacy | EduCourse Certification
- Data Entry | EduCourse Certification
- Virtual Assistant | EduCourse Certification

LANGUAGES

- Fluent in English, S. Sotho, and Zulu