

# Lehlohonolo Daniel Mahlaka

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## Personal Profile

I am a single male with excellent communication skills. I am a hard worker both as an individual and as part of a team. I take pride in accomplishing my tasks, with the best effort, as I get satisfaction from results.

ID Number: 8809015322080

## Work Experience

### April 2019-April 2020

### Cashier/Learner Sterkinekor

- Sales of tickets and concessions
- Serving customers
- Float count
- Cash drops
- Cash ups
- Count stock
- Capture stock on vista
- KPI reporting
- Staff Rotation

### Jan 2012 – Jan 2014

### Messenger

### Risaba Attorney

- Serve all notices to attorneys
- File all documents in court and apply for trial dates
- Collect documents needed for all cases from various locations as per request by the attorney.
- Take clients to the doctor and translate for clients if they cannot communicate in English with the doctor.
- Open court files for respective cases
- Make duplicates of documents needed to filed
- Deliver briefs(document) to the advocate for the trial
- Accompany the client to court for the set date of the trail

### March 2015 – JAN 2018

### Sales Rep

### Glen Auto City

- Motor Vehicle Sales
- Stock and Inventory
- Vehicle Display
- Consignment Agreements
- Vehicle Test drive
- Spot checks
- Manage floor
- Company website based motor vehicle advertising
- Telephonic Client liaison

REASON FOR LEAVING:

Company Closed Down

