Lehlohonolo Daniel Mahlaka

3 Winifred Street, Chrisville, Johannesburg Cell: 074 248 9087 Email:dmahlaka22@gmail.com

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

Education	2008 Matric Pax college ■ English, Pedi, Mathematics , Business studies , Life orientation , Economics , Accounting — HIGHER CERTIFICATE
Skills	■ MS Excel, MS Word, MS Outlook, Internet Explorer

Email: sandyhunjra1@gmail.com

Hobbies and Interests	Gaming , Reading , c	omputer repairs , coding
References	Tebogo Mokwalase Complex manager-S Tel: Sandy Hunjra Owner/Manager – G	Ster kinekor (Credal stone) Email:TebogoM@sterkinekor.com

Tel: 083 419 6883