

CURRICULUM VITAE

OF

KHAOLANI MICHAEL MAVIMBELA

PERSONAL DETAILS:

NAME(S).....**Khaolani Michael**
MOSTLY KNOWN AS.....**Mike**
SURNAME.....**Mavimbela**
ID NUMBER.....**860810 6115 084**
DATE OF BIRTH.....**10 August 1986**
GENDER.....**Male**
NATIONALITY.....**South African**
HOME LANGUAGE.....**Isizulu**
OTHER LANGUAGES.....**Sesotho and English**
MARITAL STATUS.....**Single**
DRIVERS LICENSE.....**Available (code 8)**
HEALTH.....**Good (no critical illness)**
CONTACTS.....**067 760 8821 or email: kmavics@gmail.com**
HOME ADDRESS.....**5907 Jikeleza Drive**
Orange Farm
Ext 2
PO. BOX.....**1841**

EDUCATION BACKGROUND:

HIGH SCHOOL ATTENDED.....**Vulanindlela Secondary School**

HIGHEST GRADE PASSED.....**Grade 12/Standard 10 (Matriculated)**

SUBJECTS.....**Sesotho, English, Mathematics**

Physical Science, Biology and Geography

SKILLS.....**Computer Literate**

- **Word**
- **Excel**
- **Power Point**
- **Programming**

EMPLOYMENT BACKGROUND:

COMPANY.....**Glomail Retail. Co.**

BRANCH.....**River Square (Vereeniging)**

POSITION HELD.....**Sales Assistance**

DUTIES.....**Serving customers and providing them with
innovative products
Data capturing (inputting customer information
on a computer system during sale processing)**

PROMOTED WITHIN THE COMPANY

BRANCH.....**Vaal Mall (Vanderbijlpark)**

POSITION HELD.....**Assistant Manager**

DUTIES.....**Supervising and training sales staff members
Data capturing and using a computer to report
sales figures and banking to head office.**

DURATION.....**From 2007 to 2012**

REASON FOR LEAVING.....**To another employment**

FURTHER EMPLOYMENT:

COMPANY.....**Auto Pedigree (Motor Company)**
BRANCH.....**Vereeniging Town**
DUTIES.....**Sales Assistance and customer services with after sales. Providing clients with good quality second hand cars. Data capturing (inputting customers' information on a computer system)**
DURATION.....**From 2012 to 2014**
REASON FOR LEAVING.....**Resigned to further studies**

OTHER EMPLOYMENT:

COMPANY.....**Shoprite Group (O.K Furniture)**
BRANCH.....**Eyethu Mall (Orange Farm)**
POSITION HELD.....**Sales Assistance**
DUTIES.....**Providing clients with good customer service and data capturing during the sales process**

PROMOTED WITHIN THE COMPANY

BRANCH.....**Trade Route Mall (Lenasia)**
POSITION HELD.....**Trainee Manager**
DUTIES.....**To train and educate sales staff members about the products and services also helping in capturing incoming stock and customer sales on the computer system, and more.**
DURATION.....**From 2015 to 2017**

REASON FOR LIVING.....**Resigned for other opportunities**

OTHER EMPLOYMENT:

COMPANY.....**I Talk. Pty. LTD**

BRANCH.....**Randburg**

POSITION HELD.....**Sales Call Center Agent (SCCA)**

TYPE OF CALLS.....**Outbound**

DUTIES.....**Call customer and introduce them to the Hollard's funeral plan cover. And also provide them with good quality customer service. Capturing data on the computer system as I process the sales.**

DURATION.....**in 2020 (from January to June), 6 months**

REASON FOR LIVING.....**Applied for a Learnership (to further studies)**

OTHER EMPLOYMENT AND EDUCATION:

COMPANY/INSTITUTION.....**LFP (CHM Vhuwani)**

BRANCH.....**Randburg (Oxford Street)**

POSITION HELD.....**Student**

SUBJECT(S).....**Business Practices**

DUTIES.....**To learn and understand the importance of the business environment, about planning businesses business transactions, STDs/HIV and AIDS**

Currently self learning Software Development through the internet

LATEST EMPLOYMENT

COMPANY.....Footgear(Pty. Ltd)

BRANCH.....Evaton Mall(Vaal Triangle)

POSITION HELD.....Store Supervisor

DUTIES.....Providing customer service to

clients and keeping the

standards up to date. Providing security by

unlocking and locking the shop at the Start and End

time of business. Stock orientation, I then capture

or dispatch stock from and to branches. Displays by

merchandising the products according to the way

head office instructed. Handling exchanges and

refunds from customers. Banking – handling profits

made for the day and preparing it for banking and

perform End-of-day figures then send them to the

Head Office using a computer system.

START(S).....October 2021 – March 2022

REASON FOR LEAVING.....To further my studies

REFERENCES:

MS THANDI MHLAKAZA

Branch Manager at Glomail (River Square Mall)

016 454 8348 or 071 082 1530

MRS. ELSIE KRUGER

Branch Manager at Glomail (Vaal Mall)

087 150 7846 or 082 903 7146

MRS. SHIRLEY BESTER

Branch Manager at TelJoy/Glomail (Vaal Mall)

016 933 0258

MR. KEVIN FOURIE

Regional Manager at Glomail (Gauteng and Vaal area)

076 882 1015

MR. MIKE BOLT

Branch Manager at Auto Pedigree (Vereeniging)

082 446 5240

PRECIOUS

Manager/Facilitator at LFP Group

060 429 9990

or

LFP GROUP

RIDWĀAN SHĀ

Regional Training Manager (House & Home)

074 464 1754

JOHN MNGOMEZULU

Sales Executive at Star Nissan Vereeniging

(I am his spotter)

074 682 2588/081 598 1029