

Curriculum Vitae

Emmanuel Madi

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SKILLS SUMMARY

- Honed team leader with great interpersonal skills operating in a culturally diversified environment.
- Sales experience – Telephone marketing
- Microsoft Skills - including graphic design
- Excellent oral and written communication skills.

PERSONAL DETAILS

Date of Birth: 05 May 1995
Nationality: South African (Black)
Language: Completely Bilingual – IsiZulu, English and Sesotho
ID No.: 9505055123086

EDUCATION

Matric - 2013

Franciscan Matric Project

Subjects Include: Afrikaans(SAL), English(FAL), IsiZulu(HL), Mathematics
Physical Sciences, Life Sciences & Life Orientation.

TRAINING

Harambee Bridging Candidate - 2016

Harambee Youth Employment Accelerator
Learning soft skills-business writing
Sales pitching
Presentation skills (Oral and Written)

WORK EXPERIENCE

Retentions Consultant

ALJ Insurance Brokers – FSP

April 2017 – Present

<https://www.aljinsurance.co.za/>

ALJ Insurance Brokers is an independent, short-term insurance broker offering our clients a wide variety of highly specialized insurance products and services. They have a significant network of service and insurance partners to endure outstanding level of personalized services and affordable insurance products.

Duties :

- Retaining clients who are cancelling their insurance policies.
 - Securing new clients
 - Cold Calling
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REFERENCES

Technical Administrator 2016 – August 2017

Cader3 Café - Internet Café

Duties: Welcoming clients, assisting with computer navigation (helping to set up profiles for online job applications, creating company profiles, logo designing and handling the cash register.

Secretary 2015 - 2016

Khanyisa Isizwe Integrated Skills Centre NPO

- Capturing meeting minutes
- Keeping attendance
- Register Filling

Luandre Julius

Client Care Manager - AJLinsurance

011 615 6599

Sivu Prucet

Bridging Manager - Cader3 Café

011 593 06926

Mr T Zitha

Khanyisa Isizwe Integrated Skills Centre NPO(Chairman)

072 681 5004