



## Contact

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Johannesburg North , Gauteng

## Education

- **MATRIC**  
Port Shepstone High School  
, 2009 - 2013
- **DIPLOMA**  
Cityvarsity  
Film and Television , 2014 -  
2016
- **DIPLOMA**  
Alpha Academy  
Admin Secretarial & PA ,  
2022
- **DIPLOMA**  
UNISA  
Law , 2023 - Current  
studies

## Skills

- Communication
- Microsoft Office
- Customer Service
- Client Interaction
- Phone Call Handling
- Admin Tasks

# Vuyelwa Mavuma

## Sales representative

I am someone who is committed to putting in a lot of effort to reach her objectives. I take great satisfaction in my dedication, ambition, and ability to perform well under pressure while still delivering work that is as accurate as possible. I also have excellent time management abilities and always fulfil deadlines. I work well in a team. At present, I am seeking chances that will allow me to progress in my career while putting my theoretical knowledge and talents to work in a real-world setting. The most important thing is that I want to work in a setting where I can advance both professionally and personally.

## Experience

Sales Representative, Verimark Game Shelly Beach  
Shelly Beach — February 2022 – Currently working

- Actively demonstrating products to increase sales in the store.
- Meeting sales targets.
- Achieving budgets through increasing sales.
- Ensuring operational efficiency.
- Ensuring that merchandising and product displays are within Verimark standards.
- Ensuring housekeeping meets statutory standards and is visually pleasing.
- Assuring the satisfaction of customers.
- Appropriate handling of customer related queries, complaints and compliments.
- Model stock levels to be kept at all times.
- Constant communication with Retail Representative regarding stock levels.
- Ensuring that housekeeping meets Verimark standards.
- Ensuring that demo areas meets Verimark standards.
- Keeping up to date with product knowledge.

Sales Consultant, Telesure Investment , Hippo Advisory Services  
Fourways, Johannesburg — 2018-2022

- Manage customer enquiries and transaction requests efficiently and accurately.
- Ensured we remained compliant and reported unusual activity as per regulatory requirements
- Remaining in contact with the client throughout sales and implementation process.
- Identifying the customers' needs. Demonstrate advanced product knowledge.
- Retail Sales Assistant, PhotoFreedom

Shelly Beach, Kwa-Zulu Natal — 2017-2018 (Retrenched/Store Closed)

- Approaching customers and helping them with their needs.
- Operating the till systems, including cashing up.
- Assisting customers with their enquiries.
- Putting up posters and promotional material for sales etc.
- Maintaining the cleanliness of the retail shop at all times.
- Dealing politely with customer complaints and resolving them

Production Accountant, Durban Motion Pictures

Durban, Kwa-Zulu Natal — 2016-2017

- Perform and manage production accounting activities across the organization.
- Controlling production expenses.
- Generate reports for operational expenses and account variances.
- Perform account reconciliations on daily, weekly and monthly basis.

## Reference

[ Available upon request ]