SABELO MDLALOSE (cv)

Summery

A young IT professional currently a 2nd year BSc Information technology. Software engineer in the making. Eager to learn new skills and additional experience through problem solving and overcoming challenges.

Experience

Shop assistant

Dressed by Amour

2023

- Completed administrative, data entry and inventory management in a high-end boutique
- Facilitated sales as a sales representative by understanding the customer needs.
- Built and maintained relationships with clients with great interpersonal communication skills and thorough knowledge of inventory
- Participated in the creation of a digital footprint, created digital content for marketing and e-commerce

remote customer support agent

Upwork

2022

- Fulfilled customer correspondence to maintain customer satisfaction. Receive inbound traffic (calls, emails). interacted with 80 clients a day.
- Generate and convert leads to clients through telemarketing.
- Kept and maintained a detailed spreadsheet of my daily output.

Freelance copywriter

Upwork

2022

- Wrote articles for various clients
- Researched and verified information pertain to the given subject

Delivery driver

Mr D/ Takealot

2022

- Collection and delivery of food in a timeously manner
- Ensured customer satisfaction and following the required procedures for Grievances

Personal info

Phone

066 213 8285

Email

Sabelolol7@gmail.com

Linkedin

https://www.linkedin.com/in/sabelo-m-65275b1b4/

Skills

- Drivers license
- Proficient in computer skills
- Excellent and confident speaker
- Sales
- Customer service
- Inventory management
- Meticulous in completing tasks
- Skilled writer
- Critical thinking and problem solving
- Sociable
- Multi-lingual
- Accountable and ambitious
- Versatile and enthusiastic team member

Education

High school

2020

Matriculated with a Bachelors endorsement

short course in front-end software DEV

2023

RICHFIELD COLLEGE INTSITUTE OF TECHNOLOGY

2024-2026

BSc in information technology