

# SHARON DZUNISANI MASHIMBYE

## OBJECTIVE

I am able to handle multiple tasks on a daily basis, I am a hard worker as a part of team and I can also function on my own.

## EXPERIENCE

- **Multotec**

*02/08/2021 - 02/08/2022*

Export Manager

- Job file is opened for each export order.
- New job received via export log are re-assigned within agreed period.
- Filing as per departmental procedure and archiving as per departmental procedure.
- Export logbook is updated daily and information for vat compliance to be updated.
- Queries to be responded to within 24 hours.
- Documentation is compiled as per legal requirements, freight forwarders are contacted to obtain estimates and quote internal business unit accordingly.
- Suppliers invoices are processed to ensure on time payment.
- Stationery requirements for department is ordered and records of this filed.
- All machines are kept in working order and any malfunctions are reported immediately.

## EDUCATION

- **Progression**

*2021*

Business admin L4  
Certificate

- **Training force**

*2018*

Contact center Certificate NQF L2  
Certificate

## CONTACT

@ sharonmashimbye74@gmail.com

☎ 0783031709

📍 3841 Supercharger street  
Devland ext 32  
1811

## SKILLS

- Communication skills
- Computer skills
- Problem solving skills
- Time management skills

## REFERENCE

- **Jannice McNail - "Multotec"**  
Export Manager  
JanniceM@multotec.com  
0119284277
- **Mr Piet Mawila - "Rotterdam secondary "**  
English teacher  
083 406 0039
- **Ntombi Dube - "Ican"**  
Facilitator  
0712090075

- **Ican**

*2017*

Business admin NQF L2

Certificate

- **G. E. M**

*2014*

Ancillary Nursing

Certificate

- **Rotterdam secondary school**

*2012*

Matric

Grade 12