

SAILOR ISSAC ZWANE

@ ~~issaczwane@gmail.com~~
0710251000

6396 Malahleng Crescent Ivory Park
Midrand 1693

OBJECTIVE

To be an integral part of dynamic institution where my enthusiasm and hard work will lead to success, I need to be part of a progressive team where creative thinking and collaboration solves problem and contributes to the well-being of the organization.

EXPERIENCE

07
December
2020 -
Present

Tymebank

Tymebank Ambassador (Marketing)

Customer Assistance: Share accurate information about TymeBank and its products with customers.

Receiving and Managing Stock: Responsible for receiving and securely managing the storage of debit card stocks in accordance with company policies.

Customer Onboarding: Assist customers with opening TymeBank accounts and issuing debit cards.

Problem Solving: Help customers resolve their queries and provide them with product details.

18 February
2018 - 23
March 2020

Lindumthetho

Administration Clerk

Mail Management: Sort and distribute incoming mail, as well as prepare outgoing mail efficiently.

Office Equipment: Operate office appliances such as photocopiers and printers to support administrative tasks.

Registration Support: Check registration forms, assist with the registration process, and manage all programs using SA-SAMS.

EDUCATION

2020

Department of Higher Education and Training

National N Diploma Management Assistance

2012

Khondlo Secondary School

Grade 12 (Matric)

SKILLS

- Office Practice
- Communication
- Information Processing
- Microsoft Office (outlook, Excel, word and PowerPoint)
- Strong Problem-solving
- Work well in a team

REFERENCE

- **Mr LJ Ndlovu - Tymebank**
Area Manager
0664786060
- **Miss NNN Mdlalose - Lindumthetho**
Principal
0730094661