Please Read Through

Curriculum Vitae of

**Philile Themba Sigwaza**

Contact information

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adDRESS

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SURNAME - Sigwaza

**PERSONAL DETAILS**

FULL NAME/S - Philile Themba

DATE OF BIRTH - 21 July 1994

SA ID NUMBER - 9407210637086

GENDER - Female

MARITAL STATUS - Single

NATIONALITY - South African

FLUET LANGUAGES - IsiZulu & English

CRIMINAL RECORD - None

DRIVER’S LICENSE - Code 10 (C1)

Education & Qualifications

HIGH SCHOOL - Phoenix Technical High School (2001)

HIGHEST GRADE PASSED - Grade 11(2012)

SUBJECTS \_ Afrikaans

\_English

\_Life Orientation

\_Mathematics Lit

\_Electrical engineering

PERSONALITY, SKILLS & AREAS OF EXPERTIES

I am a gentle lady with humble and respect orientated background. I am raised by my mother. I am a self-confident and honest individual. As a hard worker and a person of keen judgment, I have also grown to be a favorite within my social circle, which is usually the case within the work environment as well, hence I am the proud owner of certificates of performance recognition at previous employments. With a record of integrity and dependability, I am poised to leverage education and experience towards launching a successful career with an organization seeking an articulate team player committed to supporting organization benefits.

I possess a wealth of customer care experience. I have a proven ability of having succeeded administrative duties not leaving out business development. With my fighter and no tolerance to failure attitude, I am constantly achieving year to year targets. This has resulted in me gaining the confidence to conclude that I have and always will be an asset and contributing in respective fields factor at any given point.

AREAS OF EXPERTISE: Business Development, Marketing and sales, Exceeding targets, Business Planning and Reviews, Reception, Administration, Driving, Negotiating and Networking, Customer Relationship Development, Quality Assurance and Strategic Planning. These come with experience and day to day use of Microsoft (word, Excel & Power Point)

**EMPLOYMENT HISTORY**

1. COMPANY : Tradeport Distribution (PTY) LTD

POSITION HELD : Personal Assistant, Account manager and back office casher

DURATION : 2012-2017

2. COMPANY : KZN Cross Oceans Shipping Services

POSITION HELD : Front Desk Reception and Admin

DURATION : 2017-2018

3. COMPANY : CCI South Africa

POSITION HELD : International Customer Care Service Liaison

DURATION : 2019 2020

4. COMPANY : Bona Foods

POSITION : Sales person

DURATION : One Year

5. COMPANY : Trademore

POSITION : Cashier

DURATION : To date

**REFERENCE**

1. Tradeport - Mr. M.E Moola

031 508 9500/082 325 0786

1. KZN Cross Ocean Services – Mr. D Pillay

083 648 4436

1. CCI South Africa – Mr. S Pungavana

031 286 1780/072 994 5755

1. Bona Foods – Brendan

+27 (60) 508-0373/+27 (31) 462-0401

1. Trademore- Sindile

+27 (082 256-1235

THANK YOU FOR TAKING THE TIME TO REVIEW MY CV. YOUR RESPONSE WILL BE AWAITED AND GREATLY APPRECIATED.