

Lindelani Rebecca Magada

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lindelanirebeccamagada@gmail.com

Personal Details

- Date of Birth : 03/10/1999
- Marital Status : Single
- Nationality : South African
- Gender : Female
- Driving Licence : None

Objective

Development Studies graduate from the University of Johannesburg, with exceptional typing and data entry abilities and results-driven nature. Knowledgeable about logging daily information, researching variances and maintaining thorough records. Accuracy-driven, service-oriented and diligent about completing tasks with little supervision.

Education

- **University of Johannesburg** 2020
Bachelor of Arts in Development Studies
- **Vuwani Secondary School** 2017
Grade 12

Skills

- Excellent Verbal and Written Communication Skills
- Proficient in Microsoft Office Suite
- Possess Leadership Skills
- Data entry skills with attention to detail
- Research
- Resilience under pressure
- Proven administrative skills

Experience

- **Shoprite Southgate Value Mart** 2021 - 2022
Clerk
 - Helping customers with money transactions made available by the Shouprite group, including superswift and mama money.
 - Ensuring reduced errors in data entry by carefully inputting information into computer system with attention to detail.
 - Drove customer loyalty and consistent sales through friendly service and knowledgeable assistance.
 - Selling virtual vouchers, handsets, entertainment and traveling tickets through the point of sale system.

Reference

- **Viola Mqolo - Shoprite Southgate Value Mart**

Administrative Manager
058231@shoprite.co.za
011 942 7760

- **Maano Makungo - Lumacon**
Mentor
maanoversto@gmail.com
+2765 930 4634