



STHEMBELENKOSINI
SIBANDA

Head of Tele-Sales

PROFILE

I am a friendly and put going person with passion in Sales. I have excellent communication skills that have enabled me to create strong relationships with my colleagues and customers. I pride myself on my excellent communication and the ability to handle inquiries with grace and professionalism.

I am eager to contribute to the continued success of your Sales.

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

CONTACT

PHONE:
+27611680714

EMAIL:
sthe.stk@gmail.com

HOBBIES

Reading
Cooking

EDUCATION

DIEPSLOOT COMBINED SCHOOL

January 2009 – December 2012
Matriculated with a Bachelor Degree.

WORK EXPERIENCE

THE BIG FILL SA - Head of Tele-Sales

August 2017– Currently

My duties are:

- Take orders from customer by Telephone or email.
- Explain to customer about our products to give them full understanding of it.
- Capture all orders in an excel order sheet.
- Print order sheet for the factory.
- Do invoice in Pastel for all the acquired orders and print them.
- Do a driver summary sheet for the driver when they go to deliver.
- Ensure the customer got their orders
- Deal with any customer complaints that may be there.
- Every morning check if all the invoice came back signed from the customer after a night delivery.
- Do credits if they are any invoices to be credited.
- Scan invoices on the laser fisher program

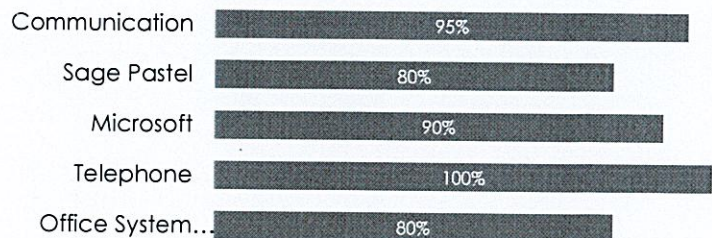
KFC - Cashier

September 2015 – May 2016

My duties were:

- Greeted customers entering the store and responded promptly to their needs.
- Addressed customer needs and made customer recommendations to increase sales.
- Counted money in cash drawers at the beginning and end of the shift.

SKILLS



REFERENCE

THE BIG FILL SA
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