

## CONTACT



### Nompumelelo Princess Mfeka

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## OBJECTIVE

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I am a keen, hard working, reliable, honest and excellent in whatever I'm assigned to. I am a person who is always eager and willing to learn more and grow within the organization. I have profound client liason skills and can communicate in a very professional manner. I am passionate about my career, hard worker, team builder and I am looking for a company/organization that can offer me an opportunity to showcase my professional skills in their environment.

## EXPERIENCE

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01/09/2012 -  
30/04/2024

- **Teller**  
South African Post Office
  - Receive, accept, prepare and deliver all types of mail items.
  - Sell and deliver products and services to all types of customers.
  - Financial and operational management e.g. Accept cash, cheques and other third party payments, paying of Sassa pensions at the branch and at sites. Opening of Postbank accounts for customers e.g savings accounts and investments.
  - Arranging of CIT pickups and drop offs.
  - Reporting of all discrepancies to Area office.
  - Photocopying and certification of customers documents.
  - Handling and resolving of all mail orientated enquiries and complaints.

02/08/2010 -  
10/12/2010

- **Office Administrator**  
Retromod Technologies
  - Handling of e-commerce orders.
  - Administration of website stock, form processing and web marketing.

01/04/2008 -  
30/07/2008

- **Office Administrator / Data Capturer**  
Dano Textiles Industries
  - Data capturing.
  - Handling of incoming and outgoing calls.
  - Handling of incoming and outgoing mail.
  - Faxing and photocopying.
  - Filling of documents.
  - Taking minutes of the meeting.

## EDUCATION

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2008

- **Mangosuthu University of Technology**  
National Diploma: Office Management and Technology

2003

- **Sithokozile Secondary School**  
Matric Certificate  
Grade 12

## SKILLS

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- Computer literacy.
- Excellent communication skills.
- Customer service and sales orientated

- Work in team.
- Sound interpersonal skill.
- Management
- Problem solver and decision maker.
- Communication.
- Creativity.
- Leadership.

## REFERENCE

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- **Mrs Glen Mngomezulu - South African Post Office**  
Branch Manager  
Glen.Mngomezulu@postoffice.co.za  
0746622889
- **Mr Victor Qumbisa - South African Post Office**  
Branch Manager  
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