



Vusumuzi Msibi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a professional Administrative Manager with experience in Administration & Sales. I have a National Diploma in Administrative Management. I have experience in both the Administrative & Sales fields. I'm a very hardworking individual who also works very well in a team. I am computer literate & skilled in Ms Office, multitasking, organizing, coordination, leadership & versatility. I adapt very quickly to new environments & I strive to be an asset in every company I'm employed in. I am an excellent candidate in both Administrative & Sales positions.

Preferred occupation **Administrative Assistant**
Administrative jobs

Administrators
Administrative jobs

Cashiers
Retail, store jobs

Customer care agent
Administrative jobs

Filing clerk
Administrative jobs

Personal assistant
Administrative jobs

Shop assistants
Retail, store jobs

Sales consultant
Sales jobs

Preferred work location **Pretoria / Tshwane**
Gauteng

Johannesburg
Gauteng

Contacts and general information about me

Gender Male

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2018.09 iki 2021.09
Company name	Valley Rez Student Accommodation
You were working at:	Administrators
Occupation	Office Manager
What you did at this job position?	-Organizing meetings and managing databases. -Arranging transport for viewing purposes & ordering stationery and IT equipment. -Dealing with Client correspondence, complaints and queries. -Preparing letters, presentations and reports for senior staff & shareholders. -Supervising and monitoring the work of administrative staff. -Processing invoices and managing the office budget. -Implementing and maintaining procedures/office administrative systems. -Organizing induction programs for new employees & ensuring that health and safety policies are up to date. -Attending meetings with senior management & assisting the organization's HR and finance functions by keeping personnel records up to date. -Arranging interviews and updating financial documents.
Working period	nuo 2017.09 iki 2017.02
Company name	PG Glass
You were working at:	Direct sales consultant
Occupation	Clientele Sales Consultant
What you did at this job position?	-Manage and follow up on all counter sales (face-to-face and telephonic) by giving relevant advice to customers in the most professional manner to ensure all sales are closed, budgets and Nett Promoter Scores (NPS) targets are achieved, contributing to the growth of business. -To handle the processing of claims accurately and quickly by liaising with the customer on the correct excess amount and collect payment to ensure that daily key performance indicators are achieved and to avoid any financial losses to the business. -Ensure that the best administrative practices are always adhered to when conducting administration in order to ensure stock control and ordering processes are adhered to and customers have the ultimate low effort experience. -Utilize the scheduling system in the Service Centre maximizing the productivity of Fitters in order to maintain the targeted jobs per fit per day, ensuring the Fitment Centre is running to full capacity and customers' expectations are managed. -To accurately order stock according to work schedules following the buy-out procedures to ensure that there are no delays in rendering services to customers to maintain the highest standard possible. Adhere and comply with any other reasonable work requests from PG Glass Management.

Working period **nuo 2015.01 iki 2015.12**

Company name City of Tshwane Municipality

You were working at: Government jobs

Occupation Administrative Officer

What you did at this job position? -Provide general administrative support within the Directorate.
-Handle procurement of goods and services for the Directorate.
-Provide financial administrative support to the Directorates.
-Arrange, attend meetings and take minutes when required.
-Assets management & verification.

Working period **nuo 2013.12 iki 2014.03**

Company name Homemark

You were working at: Sales agent

Occupation Sales Consultant

What you did at this job position? In-store sales & Promotions.

Education

Educational period **nuo 2011.01 iki 2014.12**

Degree Diploma

Educational institution Tshwane University of Technology

Educational qualification National Diploma in Administrative Management

I could work Administrative Manager, Administrative Assistant, Office Manager, Office Administrator

Educational period **nuo 2004.01 iki 2009.12**

Degree Grade 12 / Matric

Educational institution Kenneth Masekela Secondary School

Educational qualification National Senior Certificate

I could work Sales Consultant

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Sesotho	good	good	basic

Computer knowledge

Ms Office, SAP Business One, Digicall, SAGE VIP Payroll

Recommendations

Contact person Fola Raymond
 Occupation CEO
 Company Valley Rez Student Accommodation
 Telephone number 0736039021

Contact person Jannie Niemand
 Occupation Fitment Centre Manager
 Company PG Glass
 Telephone number 0872603467

Contact person Zanele Maluleka
 Occupation Functional Head
 Company City of Tshwane Municipality
 Telephone number 0123580024

Additional information

Your hobbies Music Production & Body Building
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2020-04-00 (4 years)
 Salary you wish R8000 R per month