



Bandile Dumakude

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job where I can work hard, be part of a team, and give customers a good experience. I'm open to working as an assistant, cashier, or packer, any position where I can contribute. My positive points are that I'm reliable, friendly, quick to learn, and I work well under pressure.

Preferred occupation	Shop assistants Retail, store jobs
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Contacts and general information about me

Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2024.04 iki 2025.03
Company name	Introstat (Pty) Ltd
You were working at:	Salesperson
Occupation	Unemployed, actively looking for work
What you did at this job position?	As a Sales Support team member at Introstat Pty Ltd, I played a role in assisting the sales department with administrative and customer service functions. My responsibilities included providing support to the sales team to ensure smooth sales operations. Calling customers introducing the services that we offer. Handling customer inquiries, processing quotations, and following up on orders and deliveries. Managing and maintaining accurate customer and sales data using internal CRM systems. Coordinating with suppliers and logistics to ensure timely delivery of goods and services. Maintaining strong professional relationships with clients, offering post-sale support and resolving queries efficiently.

Languages

Language	Speaking level	Understanding level	Writing level
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English	fluent	very good	very good
isiZulu	fluent	fluent	very good

Computer knowledge

I have good computer knowledge. I'm comfortable using Microsoft Office (Word, Excel, Outlook), sending emails, capturing data, and handling basic computer tasks.

At Introstat, I used a computer daily to do admin work and assist with customer service.

Conferences, seminars

I've attended several conferences and training sessions including a Women in Business meeting at Pinnacle, iPhone Training, Fast Forward sessions, Pinnacle supplier training, and other supplier-hosted workshops. These helped me improve my product knowledge, customer service skills, and business understanding.

Recommendations

Contact person	Nicola Warburton
Occupation	Manager
Company	Introstat (Pty) Ltd
Telephone number	0749992121

Additional information

Your hobbies	I enjoy reading to improve my vocabulary, learning new skills, and exploring small business ideas like candle-making. I also like spending time with family and staying updated with trends.
Driver licenses	None
Salary you wish	5 000 R per month
How much do you earn now	0.00 R per month