



Philile Mhlongo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working person, who doesn't shy away from challenges. I enjoy working with people, have a great personality with good communication skills, numerical skills, problem solving, great customer service and am very good at multi tasking and all of this is backed with experience. In my current job I have moved around different branches & worked with so many different personalities & under different management and i have never had any difficulties fitting in. I'm a people's person but i can also strive on my own.

Currently my work involves training & coaching, lots of admin that goes with training new staff. Service efficiency, ensuring that everyone is playing their part in ensuring smooth service including attending to customer complaints, reporting of faulty equipment, ensuring its replaced on time. Also with setting of targets & planning of daily, weekly, monthly & quarterly tasks to achieve those targets. Which includes, required staffing for the branch, planning time offs. Assist with marketing plans for achieving the specified targets inline with company goals.

Preferred occupation

Hotel managers

Hotel jobs

Accountants

Finance jobs

Project managers

Management, human resources jobs

Administrators

Administrative jobs

Marketing managers

Ads, marketing jobs

finance accountant Bookkeeping Payroll administr

Engineering jobs

Preferred work location

Secunda

Mpumalanga

Durban City

KwaZulu-Natal

Embalenhle

Mpumalanga

Johannesburg

Gauteng

Contacts and general information about me

Day of birth	1980-11-30 (43 years old)
Gender	Female
Residential location	Empangeni KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2009.04 iki 2015.08
Company name	Capitec Bank
You were working at:	Banking
Occupation	Service Consultant
What you did at this job position?	Customer service, selling the global one account & all its packages, access channels, savings plans, cell phone banking, remote banking, personal loans & converting clients to become full banking clients by switching over to capitec.
Working period	nuo 2015.08 iki 2016.09
Company name	Capitec Bank
You were working at:	Banking
Occupation	Branch Manager in Training
What you did at this job position?	Responsible for service efficiency in the branch, ensuring that all staff is doing their part in providing great service, which includes , planning the required staffing for the day, rest time, all staff in uniform & serving with ernegy, if not coach accordingly.Checking that all equipment is working report the faulty ones & get them replaced & order stationery.Am also responsible for the on-boarding of new staff, training & getting them prepared for the workshop in Cape Town, do gap coach when they come back & prepare them for assisting clients when I've signed them off as competent to start assisting clients. Am also responsible for the admin in the branch.

Education

Educational period	nuo 2000.01 iki 2002.12
Degree	Diploma
Educational institution	Icesa City Campus
Educational qualification	Marketing Management
I could work	Financial administrator, Bookkeeping, Hotel management

Educational period	nuo 2015.02 iki 2015.07
Degree	Certificate
Educational institution	Chartel Business College
Educational qualification	NQF4 in Banking
I could work	Financial consultant, Accounting, Supply & purchasing.

Languages

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

Computer knowledge

Windows, Microsoft office, Microsoft excel,

Recommendations

Contact person	Mrs Sandra Harris
Occupation	Branch Manager
Company	Capitec Bank
Telephone number	035 789 7008

Additional information

Your hobbies	Reading, anything & everything just enjoy to read.
Driver licenses	None
Salary you wish	R16000 R per month
How much do you earn now	R15100 R per month