


Yamkela Morgen

+27840148718 

morgenyamkela@gmail.com 

<https://www.linkedin.com/in/yamkela-morgen-6865b91b0>



Driver's License **In progress**

Hello! I am Yamkela. I am driven, ambitious and always up for a challenge. And I am looking for my next opportunity. I am a positive person who possess strong customer service, data capturing, time management and organizational skills. I am also open to other new skills. Get in touch if you are looking for someone who is comfortable in taking responsibility and play a role in the ongoing development of the business.



Skills / Strengths

- Problem solving and critical thinking
- Time Management
- Planning
- Self-efficacy
- Attention to detail
- Information technology and Literacy
- Data capturing - Typing speed 45WPM
- Presentation
- Good knowledge of office machines and procedures



Experience

Dec 2021 – May 2023

Sales Coordinator Intern

Medtronic Africa (Pty) Ltd

- Office support/Administration (Switch board, Ordering office equipment's etc.)
- Assist with in field workshop preparations
- Support & shadow sales representatives (Co-travels, cases, clinics, upliftment's & Inventory meetings)
- Receiving & dispatching of stock - Courier administration & follow ups
- Monthly stock/field cycle counts
- Maintaining and distributing of marketing material
- Request quotes for sales representatives
- Writing/capturing of patient information & printing patient cards
- Reconciling trunk and consignment lists
- Help drive awareness & donation initiatives

Mar 2021 – Nov 2021

Education activator (Volunteer Intern)

YearBeyond Academic Programme

- Coordinating after school activities for grade 3 & 4 learners
- Run literacy and numeracy sessions after formal school hours with about 10 learners at a time
- Allocated to a class and support the teacher during the day
- Provide one-on-one reading support to the learners on the programme

June 2020 – Dec 2020

Nursery Sales Consultant

Stodels Garden Centre

- Customer service
- Merchandising
- Product quality check
- House keeping
- Assign daily tasks to general workers

**01 May 2019 & 01
November 2021**

Election Officer

IEC

- Helping with voters register
- Counting votes
- Sanitizing matrons



Education

2020

Diploma in Horticultural Science

Cape Peninsula University of Technology
Cape Town

2015

Matric

Sophumelela Senior Secondary
Cape Town



Training and Certifications

YES4Youth Work Readiness Training (2022)

- Growth Mindset
- Professionalism
- Succeeding in the workplace
- Time management
- Communication
- Safety in the workplace
- Problem solving and critical thinking
- Teamwork
- Emotional regulation and communication
- Reflection and feedback
- Customer service
- Digital persona and networking

Harvard Manage mentor certificates (2022)

- Ethics at work
- Time management
- Stress management
- Presentation skills
- Difficult interactions
- Persuading others

EF English course (2022)

- EF Level 10, 11 & 12 – Upper immediate – CEFR Level B2

Other Training(s)/Certificate(s)

- SAMED – Medical device code of ethical marketing and business practice (2022)
- CRICECAMS – Company representative in Clinical environment training (2022)
- YearBeyond Youth development programme- WC Government (2021)
- Information literacy- Cape Peninsula university of technology (2016)
- Information technology: End user computing – ADT Teach (2013, 2014, 2015)



References

Name	Company	Contact Details
Lara Peden	Medtronic Africa (Pty) Ltd	lara.p.peden@medtronic.com 079 421 6728
Siphokazi Sifuba	Yearbeyond Academic programme	Siphokazi@ikamvalabantwana.org 084 345 4265

2 x Reference letters

1 x Certificate of service

1 x Competency report