

# APHINDA ZIZO GQIBA

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079 444 9614

No 67 Naboom street, Maximum  
Leeuwkop Correctional Services  
Sunninghill 2191

## PERSONAL DETAILS

- Date of Birth : 1996/04/10
- Nationality : South African
- Gender : Female
- Driving Licence : C3
- Languages : English, IsiXhosa, IsiZulu, Swati, Sesotho and Afrikaans

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization and to work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EDUCATION

2022	<b>Yes Youth</b> Program Certificate
2019	<b>Rosebank College</b> Diploma in Journalism
2014	<b>Hoerskool Bloemfontein</b> Matric

## EXPERIENCE

2021-11-15 - 2023-05-31	<b>Medtronic Africa (Pty) Ltd</b> Sales Coordinator Intern Duties: <ul style="list-style-type: none"><li>• Managing schedules</li><li>• Arranging appointments</li><li>• Handling urgent calls and emails in the absence of Sales representatives</li><li>• Answering customer queries, informing them of delays</li><li>• Communicating information between hospitals and the company</li><li>• Responding to hospital complaints and give support when requested</li><li>• Consignment stock counts</li><li>• TruClear cases</li><li>• Inventory reports</li><li>• Pacecards delivery</li></ul>
2019-12-02 - 2020-02-03	<b>UDM International</b> Call centre: Sales Consultant Duties: <ul style="list-style-type: none"><li>• Selling life policy</li><li>• Updating of policy</li></ul>
2018-06-15 - 2019-11-21	<b>Tribesa</b> Agent: Promotions Duties: <ul style="list-style-type: none"><li>• Promoting products</li><li>• Hosting guests</li><li>• Check-ins</li><li>• Administration</li><li>• Interacting with clients</li><li>• Call centre</li></ul>

2017-01-01  
- 2018-05-  
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**Sandilz Consulting Pty Ltd**

PA/Marketing assistant

Duties:

- Setting up appointments
- Motivational speaking
- Social media interaction
- Answer telephones and record messages
- Maintain Filing System in the Office

## SKILLS

- Verbal and written communication
- Leadership Skills
- Time Management
- Able to work independently and in a team
- Able to work under pressure
- Computer Skills: Microsoft office, Word, Excel, Power Point, internet and email
- Multitasking skills
- Problem solving skills
- Critical Thinking Skills
- Interpersonal skills are my strengths
- Customer Service
- Conflict Resolution
- Deadline Oriented
- Able to work without supervision
- Sales

## REFERENCE

- **Jaco Liebenberg - Medtronic Africa (Pty) Ltd**  
jaco.liebenberg@medtronic.com
- **- UDM International**  
Recruitment  
011 344 9000
- **- Sandilz Consulting (Pty) Ltd**  
sgqiba@yahoo.co.za
- **- Tribesa**  
Agency  
0117992600

## DECLARATION

- I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.