



ZOLEKA NTAKA



CONTACT

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OBJECTIVE

Seeking a growing organization to build my career, where I can get the opportunities to prove my abilities by accepting challenge, fulfilling the organisational goal and climb the career ladder through continuous learning and commitment. I am driven and efficient with ability to collaborate with teammates and work independently.



EXPERIENCE

Umthunzi hotel& conference

September 2020 - September 2021

Room attendant

- Greeting guest and responding to queries
- Replacing used towels and other bathroom amenities, such as shampoo and soap
- Changing bed linen and making beds
- Sweeping and mopping floors, vacuuming carpets
- Emptying trash containers and ashtrays, Dusting and polishing furniture.

Medtronic Africa

November 2021 - November 2022

Sales coordinator intern

- Providing product information and deliver product samples
- Liaising with and persuading targeted doctors and pharmacist to prescribe our products utilizing effective sales skills.
- Assessing clients needs and present suitable promoted products
- Responsible for follow up customer contact calls to maintain service and information relationship



SKILLS

Problem solving

Customer relationship management

Interpersonal skills

EXcell customer service

Communication

Highly organised



REFERENCE

Mr Miya - "Umthunzi hotel&conference "

Supervisor
0782519567

Sam, Daly - "Medtronic"

Manager
Sam.daly@medtronic.com
0832718156



EDUCATION

MBONWA SECONDARY SCHOOL

2015

GRADE 12

WALTER SISULU UNIVERSITY

2020

B.ED CONSUMER SCIENCE

Mediclinic Higher Education

In progress

Higher certificate in Nursing



PROJECTS



Netball coach

1. Planned all practices to improve specific skills based on team performance.
2. Provided leadership and mentorship to over 25 team members annually.