

# ZINAKHO MSELE

076 2528389 | nakhom17@gmail.com | East London

## PROFESSIONAL SUMMARY

A motivated and ambitious administrative officer with experience in customer service seeking a position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills.

## EDUCATION

**Bachelor of Social Science**

**2018**

University of Fort Hare

## EXPERIENCE

**Fieldworker intern**

**1/2021-12/2021**

**Reach for a Dream**

- Conducted telephonic and face-to-face assessments with the children whose illnesses qualified them to fulfill their dreams.
- Purchased dream items and personally wrapped and fulfilled dreams for the children and documented weekly dream reports dream fulfilled.
- Developed and maintained courteous and effective working relationships with medical staff.
- Capturing data on SharePoint and Excel.

**Supervisor**

**7/2019-11/2020**

**Style Diva**

- Weekly visual merchandising.
- Authorize various transactions, such as refunds, voids, and cash drawer reconciliations.
- Ensured that the shelves were stocked with products and displayed accordingly for customers.
- Mentored newly hired employees on operating equipment and safety and developed a training manual for reference.

## SKILLS

Communication | Customer service | Time Management | Microsoft Office| Interpersonal | HTML

## CERTIFICATIONS

**SheCodes**

**2023**

SheCodes Basics

SheCodes Plus

**2023**

## REFERENCES

Available on request