

## BOTYA MIRANDA NONTOMBI

### CONTACT

📍 B514 Church Square  
Khayelitsha 7784  
☎ 0734447785/ 0727784778  
✉ aniwolebotya@gmail.com

### PERSONAL DETAILS

Date of Birth : 17/07/1993  
Nationality : South African  
Gender : Female

### SKILLS

Punctuality Well organized Computer  
skills Easily adapt to new environment  
Networking Team work

### LANGUAGES

English Isixhosa

### OBJECTIVE

To utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

### EXPERIENCE

#### Edgray distributors

25/02/2019 - 30/10/2020

Internship

Customer service

(Ability to deal with customers situation in a tactful manner)

Marketing and sales

(Promotions, sell sales items, and visual merchandising)

Point of sales system

(Do sales transactions for cash and cards)

Stock management system

(Receive stock, capturing, weekly stock count, checking negative stock)

Administrative financial and cost

(Interim banking, record payment in the general ledger,

Business administration

Cash control file, internal request, stock control, corresponding to emails, scheduling shifts

#### Magutywa Primary School

05/11/2021 - 30/08/2022

Educator assistant

Prepare mark sheets, keeping of records and capturing mark's

Hand out the question papers to learners

Making copies for the learner's when it's necessary

Marking scripts and workbooks

Doing SMME , records of school nutrition, making register's

Support system on social and emotional development of the learner's and report their issues to their mentor's when it's necessary

### **Gauteng City College**

05/09/2022 - Current

Student advisor and Sales Consultant

Help the students with career planning

Help Student with time tables, scheduling school adjustment, attendance problems and study skills

Follow up to clients

Deal with client queries

Telephonic skills

Data capturing

Cold calls to parents to remind about payments

Represent the college at career expo

Market the college in a new surrounded town and educate opinions

Distributing flyer's

Facilitates presentation at schools and hand out the data card's

### **EDUCATION**

#### **Ingwe Tvet College**

2020

National N Diploma in Business Management

360

#### **Daluhlanga sss**

2012

Matric

12

### **REFERENCE**

#### **P. Cingo - Edgray distributors**

Store manager

Pumzacingo88@gmail.com

0633771145

#### **M.N Mbilini - Magutywa Primary School**

Principal

noxolombilini@gmail.com

0742581974

#### **Z Kela - Gauteng City College**

Receptionist / Sales Manager

0769421070