

MPHO MATJILA




 Female

 99/03/18

 0786913253

 mpho.Matjila.56@gmail.com

 <http://linkedin.com/in/mpho-matjila-7a3790166>

 2767 Bowfinfish Kaalfontein Ext
5, Midrand, Johannesburg

SKILLS

● Computer

Word, Excel and power points

● Sap

Prodloc, PGR

● Language

English, South Sotho, Isizulu

● Multi-tasking

-the performance of more than one task at the same time.

● Time management

- To Stay organised which helps you maintain a clear picture of what you need to complete and when. ...

● Communication

-Being able to work with others and listen

CERTIFICATIONS

2019-2021: Golden key international honour society member

2017: Wallet wise Financial Educational

OBJECTIVE

To secure a position where I can utilise my studies, tutoring skills, knowledge and gain experience for growth.

EDUCATION

● Full name of University/Organization

University of the Free States February 2019 - November 2021

- - - Bachelor of Administration (Cum Laude)
- Contemporary issues in Local Government
- Municipal Financing
- Performance Management
- Public Financial Management

● Full name of University/Organization

University of the Free States February 2018 - November 2018

- - - Higher certification in economics and management science (Administration)
- General Management Skills
- Introduction to Human Resource
- Mathematical literacy for Business study

WORK EXPERIENCE

● Name of your company

Medtronic - WaterFall Campus Since 2022 - Now

Customer service and supply chain Intern

- SAP

System dedicated to check the orders and issues can/dn

-Dispute -credits/debtors, returned stock, invoices, and Pod

1. Handle customer complaints, provide appropriate solutions and alternatives within the time limits.

2. Following up to ensure resolution and Keep records of customer interactions,

3. Process customer accounts and file documents and Follow communication procedures, guidelines and policies.

-CRM(customer relations management)

1. This is a software system that helps business owners easily track all communications and nurture relationships with their leads and clients.

2. Connects all the data from your sales leads and customers, all in one place. It also consolidates all communications (form fills, calls, emails, text messages and meetings), documents, quotes, purchases and tasks

Training

2016: Take a girl child to work

INTERESTS

I like sports ,travelling and learning languages

HONORS & AWARDS

2021: Tutoring certificate and Second year
Best top learner at residential

associated with each lead and client.

3. Most important , the entire team can access those details at the right time to close a sale or deliver outstanding service.

-Prodloc

1. This is a standard Product and Location Interchangeability Structure in SAP SCM application. It is used to allocate and release stock that is already allocated to clients.

-Data capturing

1.Processing of extracting information from paper or electronic documents and converting it into data for key systems.

-Incoming and outgoing calls

● Name of your company

Pepkor

2022 - 2022(June)

Scanner

-Reading labels and Capturing data of stock plus verifying errors.

1. Hassle-free Inventory Management -Using barcode technology and digital processes makes it easy to key in numbers and keep track of specific data.

2. Avoid Mispicks - When an item is selected using a barcode inventory system, the scanner 'checks' that it's correct. This makes it simpler to choose the appropriate item regardless of how exhausted or busy your staff is.

3.Real-Time Product Tracking - Data can be instantly transmitted from digital barcode scanners to a cloud server or a computer.

● Name of your company

University of the Free States

2020 - 2020(JULY)

Tutor

-Meet student to clarify and review concepts taught in class.

-Explain and help students solve specific problems.

-Assistant students with homework work, projects, research and other academic tasks.