

Zanokuhle Mchunu

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169 King Dinuzulu Road, Berea, Kwazulu-Natal

Personal

- Born 27 May 1997
- Female
- South African
- Black
- Languages: IsiZulu and English
- Driver's License: Code 8

Skills

- Multitasking
- Relationship building
- ERP
- Strong work ethic
- Communication
- Decision-making
- Microsoft Office
- Organizing skills
- Critical thinking
- Sales
- People skills
- Liaising
- Interpreting data
- CRM

Education and Training

Postgraduate Diploma in Marketing and Supply Chain Management

University of KwaZulu-Natal
November 2024

Bachelor of Commerce : Management and Supply Chain Management

University Of KwaZulu Natal
2020

Sage One Pastel Accounting Certificate 2017

Matric

Pietermaritzburg Girls' High School
2015

Work Experience

East Coast Energy Sales Intern

Duration: January 2024- Present

- Roles and duties:
- Establish, develop, and maintain positive business and customer relationships.
- Reach out to customer leads through cold calling.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed-upon sales targets and outcomes within the schedule.

- Coordinate sales efforts with team members and other departments.
- Analyse the territory/market's potential, track sales, and status reports.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends.
- Creating and implementing strategies to generate leads and drive sales for the company.
- Using various tools and techniques to identify and reach out to potential clients or customers.
- Developing and maintaining a pipeline of potential leads and tracking progress using CRM tools.
- Collaborating with sales and marketing teams to ensure a steady flow of qualified leads.
- Analyzing and reporting on lead generation efforts to identify areas for improvement and optimization.

Newrest Inflight

Graduate

Duration: July 2023- September 2023

Roles and duties:

- Procurement duties.
- Purchasing raw materials.
- Process purchase orders.
- Negotiate with suppliers.
- Cost optimization.
- Manage requisition forms.
- Issue out raw materials to production.
- Stock counts.
- Administration and ad hoc duties.
- Adhere to health and safety regulations.

Medtronic Africa

Sales Co-Ordinator Intern

Duration: November 2021- May 2023

Roles and Duties:

- Capture daily and weekly sales on Excel spreadsheets. Create tables and graphs to see the performance of each sales representative.
- Communicate and facilitate the execution of inventory management initiatives with the Cardiovascular sales team.
- Plan and organize training for cardiac clinical technologists.
- Request quotations, book hotel, and organize itinerary.
- Proactively monitor and maintain inventory levels at customer accounts.
- Check on the company intranet whether the stock is available at the warehouse.
- Uplift short-dated stock and take it to other hospitals when needed.
- Conduct cycle counts of inventory at customer accounts as needed.
- Ensure expired and short-dated units are identified, segregated, returned, and swapped out for longer-dated units in alignment with internal processes and procedures.
- Assist with resolving discrepant inventory levels at customer accounts.
- Partner with sales representatives on inventory management requirements including, inventory level maintenance, use-by-date reviews, order placement, returns, swap-outs, and other processes as required.
- Maintain effective relationships with customers.

- Make calls daily to customers to ask about their needs.
- Communicate with supply chain and customer service operations to ensure effective fulfilment of customer orders.
- Follow up on outstanding purchase orders from customers.
- Follow up with internal customer services about outstanding invoices.
- Check the Department of Health website for RFQs and send them to relevant sales representatives.

References

Chris Rademeyer

Sales Executive- East Coast energy
0744125891

Shauwn Govender

Operations Manager- Newrest Inflight
0113976767

David Tshiporo

Territory Manager- Medtronic
0832718042