

Khwezi Michael Sintu

INTRODUCTION

I am a highly service orientated individual with experience in Sales & Marketing and Customer Service. I am also an Office Administrator and Court Messenger where I developed innovative ideas to maintain & retain existing clients, to make sure files are filed correctly and the importance of confidentiality.

My experience gained in, Sales/ Marketing has prepared me to be logical, analytical, efficient, deadline driven, confident, creative, and proactive. I work independently and require little supervision. I am a team player, and most importantly I am loyal and stable. I am always willing to learn and can therefore adapt easily to new environment.

I have excellent organizational, interpersonal, and business communication skills with the competence required to adjust to rapidly changing schedules.

I would like to work in functions that are challenging and have career growth potential. I am the best candidate for this position because I can perform multiple tasks. My ability to be flexible allows me to learn and most importantly grow within an organisation in a short space of time. I have confidence in the quality of my work and I keep a positive attitude.

PERSONAL DETAILS

Name: Khwezi Michael Sintu
Address: H203 Tshedzani flats Phase 3
CNR Nefdt & Lambert Street
Roodepoort
1724

Contact Details: 079 4789 678
khwezi.sintu@gmail.com
(driver's license available)

Languages: Good in English, Zulu, Xhosa, Fair in Afrikaans (spoken and written)
Notice: Two (2) Weeks

Khwezi Michael Sintu

EDUCATION & TRAINING BACKGROUND

PC Training and Business College – 2010 - 2012 **Diploma in Marketing Management (completed)**

Modules Passed

- Marketing Management
- Business Management
- Business Communication
- Business Statistics
- Business Law
- Industrial Psychology
- Accounting
- End User Computing
- Life Skills

High School

Chris J Botha Secondary School – 2009 **Matric (Grade 12)**

- English
- Afrikaans
- Business Studies
- Economics
- Accounting
- Computer Literacy
- Life Orientation
- Mathematical Literacy
- History

Achievements

- Studying at PC Training and Business College taught me a lot about independence, time management and meeting deadline.
- Working at a Law firm has made me gain confidence that I have knowledge and skills to professionally fulfil the position as required by the organization and take on the challenges that lies ahead.

COMPUTER PACKAGES

- Ms Office (Word, Excel & PowerPoint)
- Internet
- Outlook & E-Mail (Gmail)

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WORK HISTORY

Company: K N Kleynhans Inc. Attorneys (Randburg)

Position: Administrative Clerk and Court Messenger (4 APRIL 2012- 31 JULY 2022)

Reason for leaving: Retrenchment

Duties

- Drafting of legal documents
- Stock taking
- Office administration and assistance
- Collecting of daily post and general filing
- Debt collection
- Court messenger

REFERENCES

- Claudia Steinert (Supervisor) K N Kleynhans Inc.
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