



Yamkela Morgen

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Driver's License **In progress**

Hello! I am Yamkela. I am driven, ambitious and always up for a challenge. And I am looking for my next opportunity. I am a positive person who possesses strong interpersonal skills. Get in touch if you are looking for someone who is comfortable in taking responsibility, open to learning and plays a role in the ongoing development of the business.



Skills / Strengths

- Problem solving and critical thinking
- Time Management
- Organizing & Planning
- Self-efficacy
- Attention to detail.
- Information technology
- Data capturing - Typing speed 45WPM
- Presentation
- Good knowledge of office machines and procedures.



Experience

Aug 2023 – Dec 2023

IT Technician trainee

CapaCiti – UVU Africa

- Computer basics
- Assembling and disassembling computer hardware
- Troubleshooting hardware & software issues
- Installing and configuring operation system
- Presentations
- Simulations on phone and email etiquette

Dec 2021 – May 2023

Sales Coordinator Intern

Medtronic Africa (Pty) Ltd

- Office support/Administration (Switch board, Ordering office equipment's etc.)
- Assist with in field workshop preparations
- Support & shadow sales representatives (Co-travels, cases,

- clinics, upliftment's & Inventory meetings)
- Receiving & dispatching of stock - Courier administration & follow ups
- Monthly stock/field cycle counts
- Maintaining and distributing of marketing material
- Request quotes for sales representatives
- Writing/capturing of patient information & printing patient cards
- Reconciling trunk and consignment lists
- Help drive awareness & donation initiatives

Mar 2021 – Nov 2021

Education activator (Volunteer Intern)

YearBeyond Academic Programme

- Coordinating after school activities for grade 3 & 4 learners
- Run literacy and numeracy sessions after formal school hours with about 10 learners at a time
- Allocated to a class and support the teacher during the day
- Provide one-on-one reading support to the learners on the programme

June 2020 – Dec 2020

Nursery Sales Consultant

Stodels Garden Centre

- Customer service
- Merchandising
- Product quality check
- House keeping
- Assign daily tasks to general workers



Education

2020

Diploma in Horticultural Science

Cape Peninsula University of Technology

Cape Town

2015

Matric

Sophumelela Senior Secondary

Cape Town



Training and Certifications

- Zendesk customer service professional certificate (2023)
- IT Service desk: Customer service fundamentals (2023)
- YES4YOUTH Work readiness training (2022)
- SAMED - Medical device code of ethical marketing and business practice (2022)
- CRICECAMS – Company representative in Clinical environment training (2022)
- YearBeyond Youth development programme- WC Government (2021)
- Information literacy - Cape Peninsula university of technology (2016)
- Information technology: End user computing – ADT Teach (2013, 2014, 2015)

Other Training(s)/Certificate(s)

Harvard Manage mentor certificates (2022)

- Ethics at work
- Time management
- Stress management
- Presentation skills
- Difficult interactions
- Persuading others

EF English course (2022)

- EF Level 10, 11 & 12 – Upper immediate – CEFR Level B2



References

Name

Lara Peden

Company

Medtronic Africa (Pty) Ltd

Contact Details

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079 421 6728

Name

Siphokazi Sifuba

Company

Yearbeyond Academic programme

Contact Details

Siphokazi@ikamvalabantwana.org
084 345 4265

2 x Reference letters

1 x Certificate of service

1 x Competency report