

Philile Prudence Ntuli

kkhayah196@gmail.com · 0787528435 · Stanger (KwaDukuza), KwaZulu-Natal

PROFESSIONAL SUMMARY

A hardworking, friendly and reliable 29-year-old lady from Sundumbili. I am passionate about customer service, fast learner, and always willing to help. I can work well in a team, communicate clearly with customers, and keep the store neat and organised. I am looking for an opportunity to grow.

WORK EXPERIENCE

Admin Supervisor

Ackermans · Mandeni · 2021-11-25 · 2025-07-17

- Assisted with merchandising in all departments as required
- whilst ensuring level of housekeeping is maintained at all
- times
- Making sure that all customers are served well and
- customer service is well maintained
- Managing long lines
- Filing and recording register
- Capturing new accounts to the system
- Receiving new stock from DC warehouse Creating spreadsheet and recording invoices
- Preforming general administration tasks and preparing
- weekly and monthly reports
- Making petty cash for the company needs
- Managing cash and cashiers
- Managing store budgets
- Perform banking and cash-up a

EDUCATION

Business Management

Umfolozi Tvet College · 2018

Modules:

Computer Practice

Economics

Entrepreneurship and Business Management

Sales Management

Introductory Accounting

CORE SKILLS

- Excellent customer service and friendly communication
- Till operation and cash handling
- Packing and merchandising shelves neatly
- Stock control and stock taking
- Working well in a team
- Punctual
- reliable and honest

- Able to work under pressure and busy times
- Fast learner and willing to be trained
- Good personal hygiene and neat appearance
- Basic computer skills.

CERTIFICATIONS

First Aid Level 1 · Imithetho Law T/ A Labour Distribution · 2023

LANGUAGES

isiZulu · English

REFERENCES

Available on request.