

MATUMBA LANGANANI HYLDA

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PROFESSIONAL PROFILE

Motivated and adaptable professional with a BCom in Business Management and solid experience in customer service, banking support, administration, sales, cashiering, HR assistance, data capturing, dispatch and receiving, and office support. Skilled in communication, client relations, cash handling, record keeping, switchboard operation, and Microsoft Office. Able to work effectively in fast-paced environments while maintaining professionalism and accuracy.

KEY SKILLS

- Customer Service & Client Support
- Banking Operations & Cash Handling
- Administration & Office Support
- Sales & Marketing
- HR Assistance & Payroll Support
- Data Capturing & Record Keeping
- Switchboard Operation
- Dispatch, Receiving & Stock Control
- MS Word, Excel, PowerPoint & Outlook
- Communication & Problem Solving

WORK EXPERIENCE

Service Consultant – Nedbank (Nov 2025 – Apr 2026)

- Assisted clients with daily banking transactions and account queries
- Processed deposits, withdrawals, transfers, and payments accurately
- Handled cash balancing and daily reconciliation
- Maintained compliance with banking policies and procedures
- Promoted banking products and services

Sales Representative / HR & Data Capturing Assistant – Mazuwo Wireless (2023 – 2025)

- Provided customer service and sales support
- Responded to customer inquiries through phone, email, and walk-in service
- Assisted HR with training coordination and communication of company policies
- Maintained relationships with existing clients and identified sales opportunities

- Captured and updated customer information accurately

Education Assistant – Ozias Davhana Secondary School (2021 – 2022)

- Provided classroom and administrative support
- Prepared mark sheets and maintained records
- Assisted learners and invigilated examinations
- Handled typing, filing, and printing duties

General Worker / Clerk / Cashier / HR & Admin Support – AutoZone Holdings (2019 – 2021)

- Managed debtor administration and payroll support
- Handled cashier duties, banking, and point-of-sale transactions
- Performed dispatch, receiving, merchandising, and stock control
- Operated switchboard and handled data capturing
- Maintained filing systems and office administration

Shop Assistant – Rage Store (2018 – 2019)

- Assisted customers and handled cash transactions
- Maintained store presentation and merchandising standards
- Received and unpacked stock
- Responded to customer complaints and inquiries professionally

EDUCATION

- BCom Business Management – University of Limpopo (2018)
- Computer Literacy – University of Limpopo (2017)
- Grade 12 – Ozias Davhana Secondary School (2013)

REFERENCES

Available on request