

NANDI VICTORIA NHLAPO

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Summary

Customer service and stock control assistant with hands-on support across sales, order processing, and Sage Accounting. Handles complaint resolution, customer relationship management, and Microsoft Excel tasks with a clear focus on accuracy, organisation, and maintaining smooth daily operations.

Experience

Sales ,Stock control

01/2025 to 12/2025

Zimele aluminum and steel

Kwaggafoontein, South Africa

- Customer service
- Resolved customer complaints, enhancing satisfaction and fostering business loyalty.
- Facilitated effective communication between team members and clients to improve collaboration.
- Engaged in working with people to foster teamwork and collaboration.
- Planning and Organising
- Operated Sage accounting system for accurate tracking of financial transactions.
- Following instructions and procedures
- Worked part-time for one year in 2025.
- Director of Zimele : Ms S.L Nkosi
- Contact number : 064 906 9143

Skills

- Stock control
- Sage accounting
- Order processing
- Sales performance
- Customer relationship management
- Microsoft Excel
- Team collaboration
- Complaint resolution

Education

GRADE 12(Matric)

2025

Star of Hope Independent School

Moloto, South Africa

- SUBJECTS: English Home Language, Isindebele First Additional Language, Mathematical Literacy, Life Orientation, Accounting, Business Studies, Computer Applications Technology, Economics
- TYPE OF ACHIEVEMENT: Admission to Bachelor's Degree

LANGUAGE PREFERENCES

English: First Language

Isindebele:

C2

Proficient

Afrikaans:

B1

Intermediate

Spedi:

B2

Upper Intermediate

REFERENCES

Sibongile, L Nkosi, 064 906 9143

PROFILE

CRIMINAL RECORD: None

Hobbies and interests

- Interacting with people
- Cooking
- Fitness
- Team sports