

Busi Mdluli

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Objective

Seeking an entry-level administrative assistant where I can apply my data entry, organization, office communication and proficiency gained through my projects. I aim to support company's mission by facilitating smooth internal communication and helping the officer run smoothly by handling all clerical duties and resolving customers inquiries.

Experience

- Zibo container** April 2022 - April 2023
Picker/packer
 - I was picking and packing products putting them in their suitable boxes
 - scanning the products
 - making sure the products are in the best condition to be packed
- Diamel solutions** June 2023 - December 2023
Sales consultant
 - assisting customers with queries they may have
 - explaining products to them

Education

- High school** 2016
Matric
- Damelin** 2021-2022
Marketing management

Skills

- Microsoft excel
- Google drive
- Microsoft office

Projects

- Admin-volunteer**
 - I was helping with the admin of the organization which I did exceptionally well.
 - I improved their working system by showing them tips so they do things quicker