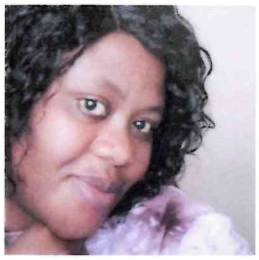
# BALUNGILE JENET MSADA




balungilemsada2@gmail.com

0787967716 / 0797984660

96 Welamlambo Section Tembisa 16 32


## SKILLS

Client oriented and customer focus

Organisational skills and attention to details

Flexibility and Time management

Excellent written and oral communication

Ability to work under pressure and to deadlines

Problem solving and active listening

Ability to work well with others and adaptability

Integrity and trustworthy

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

**Cashier** 2022 - 2023

Pick n Pay

Responsible for processing and receiving payments using cash register and issuing receipts to customers . Providing an excellent customer service experience. Scan goods and ensure pricing is accurate. Collect payments whether in cash or credit.
Issue receipts, refunds, change or tickets.
Redeem stamps and coupons. Cross-sell products and introduce new ones

**Tracer** 2019 - 2020

Prime investigatios and discoveries
Keeping track of assigned accounts to identify outstanding debts. Planning course of action to recover outstanding payments. Locating and contacting debtors to inquire of their payment status.

**Till Operator** 2017 - 2019

Woolworths Kyalami

Provide exceptional customer service to internal and external customers. Perform till procedures efficiently and courteously to provide exceptional customer service. Ensure theft and loss control at till point and minimise shrinkage in line with targets
Maintain hygiene, shop keeping disciplines at all times by adhering to Operations manuals.
FSC/Display maintenance principles. Compliance to till discrepancy policy.

**Debt Collector** 2016 - 2017

Rage

## EDUCATION

**Radio Broadcasting** 2013

itec College

Certificate

**National Senior Certificate** 2011

Supero Independent Academy

Grade 12

## REFERENCE

**Sindi Hadebe - Rage**

Supervisor

0116086800

**Ryan Worwick - Woolworths Kyalami**

Manager

0117996920

**Sizwe Msada - Prime investigatios and discoveries**

Supervisor

0100234377

REPUBLIC OF SOUTH AFRICA

# National Senior Certificate

*Awarded to*

## Balungile Jenet Nomcondolo Msada

*Identity number 9012100436084*

| Subject | % | Achievement level |
|---|---|---|
| English Home Language | 53 | 4 |
| Afrikaans First Additional Language | 40 | 3 |
| Mathematical Literacy | 46 | 3 |
| Life Orientation | 48 | 3 |
| Consumer Studies | 50 | 4 |
| Geography | 33 | 2 |
| Tourism | 52 | 4 |
| ********** | *** | * |

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

*With effect from December 2011*

M. S. Lakometsi

*Chief Executive Officer*

**120 3408 4806 B**

This certificate is issued without alterations or erasure of any kind

UMALUSI

Council for Quality Assurance in General and Further Education and Training South Africa

2971484

(See reverse for more information)

55028

# iNTEC COLLEGE

**Leader in Distance Learning**

This is to certify that

***Balungile-Jenet Nomcondolo Msada***

**9012100436084**

has fulfilled the requirements for the programme

***Short Course Certificate:***

***Radio Broadcasting***

and in testimony thereof is issued with this award

on **06 March 2013**

PRINCIPAL

ACADEMIC HEAD

I 1044823

20515A