

ROBYN-LEE MUDONI

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OBJECTIVE

I am an active, self-motivated, and enthusiastic team player who enjoys a challenge. I am committed to excellence in all aspects of my work ethic whether in a part-time or full-time role and can adapt effectively to any environment as I thrive on being in a fast-paced environment. My goal is to be employed in a field that will further my development both personally and professionally through my dedication to quality workmanship with the ability to learn new skills and expand my knowledge and understanding in a timely manner for personal growth.

EDUCATION & QUALIFICATIONS

OCEAN VIEW SECONDARY
GRADE 12 (MATRIC 2006)

SUBJECTS: ENGLISH
AFRIKAANS
BIOLOGY
HISTORY
BUSINESS ECONOMICS
HOME ECONOMICS

- SENIOR CERTIFICATE NQF LEVEL 4
- MICROSOFT Introduction to Word Processors (September 04,2021)
- MICROSOFT Introduction to Spreadsheet Programs (September 06,2021)
- MICROSOFT Introduction to Presentation Programs (September 07,2021)
- MICROSOFT Introduction to Database Programs (September 09,2021)
- Microsoft Digital Literacy Productivity Programmes: Consolidated Certificate (September 19,2021)
- ST. JOHN AMBULANCE HIV/AIDS WORKSHOP CERTIFICATE (YEAR 2002)
- ST. JOHN AMBULANCE FIRST RESPONDER CERTIFICATE (YEAR 2002)
- WESTERN CAPE ANTI CRIME FORUM DEVELOPMENT PROGRAMME CERTIFICATE (YEAR 2002)

* WCACF (Neighborhood Watch Administration)

* WCACF (Project Design)

* WCACF (Leadership)

* RAPE CRISIS (Sexual Abuse)

* NICRO (Teen Abuse)

* WAYNE DAWSON (Self Defense)

- * ST. JOHN'S (First Aid / HIV Aids)
- * CRYSTAL MATEMAN (Conflict Management)

BASIC INFORMATION

SEX : FEMALE
RACE : COLOURED
NATIONALITY : SOUTH AFRICAN
IDENTITY NUMBER : 8903020249089
LANGUAGES : ENGLISH AND AFRIKAANS
DRIVERS LICENSE : YES (CODE 8)
HEALTH : EXCELLENT
INTERESTS : READING/LEARNING AND OUTDOORS

SKILLS

- Active listener
- Communication
- Computer skills
- Customer Service
- Interpersonal
- Leadership skills
- Management
- Problem-Solving
- Time Management
- Transferable
- Critical Thinker
- Organization
- Creativity
- Attention to Detail
- Responsibility
- Adaptability
- Initiative
- Reliability
- Team Work
- Motivation

WORKING EXPERIENCE

THE GIFT CO-OP

Branch Manager

March 2021 – April 2022 - (13 Months)

REFERENCE:

Jenny Radcliffe (Owner) 072 850 3361

Mishyel Lilly (Assistant Manager) 076 635 8639

RESPONSIBILITIES: Organizing all store operations, Allocating responsibilities to personnel, Scheduling, Hiring, Training, Supervising and guiding staff, Managing budgets, Creating business strategies, Motivating staff, Undertake inventory and orders, Setting sales goals and targets, Opening and closing the store, Addressing customer inquiries and complaints, Communicating with vendors, Keeping safety of store, Preparing promotional materials and display

LONGBEACH CRAFT MARKET

Sales Assistant / Assistant Manager

March 2011 – February 2021 - (10 Years)

REFERENCE:

Lizbe Lilly (Owner) 084 685 5023

Daphne Van Zyl (Manager) 072 997 1020

RESPONSIBILITIES: Assisting customers, POS system, Ordering stock, Stock take, Check-in stock, Data capturing / form filling, Staff training, Salaries, Petty cash, Merchandise, Window displays, Cleaning/ tidiness, Collecting post, Banking, Ensuring opening and closing of the store, Weekly & Monthly emailing reports

THE WRITE SHOPPE

Sales Assistant / Cashier

January 2008 – February 2011 - (3 Years)

REFERENCE:

Janine Kerns (Management) 021 785 7614

Cindy-Lee Daniels (Supervisor) 021 785 7613

RESPONSIBILITIES: Assisting customers, POS system, Cleaning/ tidiness, Merchandise, Window display, Check-in stock

FELXICELL

Call Center Agent / Data Capturer

August 2007 – December 2007 - (5 Months)

REFERENCE:

Jetaime (Team Leader)

021 421 3151 / 086 183 8485

RESPONSIBILITIES: Outbound calls, Data capturing

TELLUMAT SYNTELL BUSINESS SOLUTIONS

Call Center Agent / Data Capturer

January 2007 – June 2007 - (6 Months)

REFERENCE:

Jasmina Jacobs (Manager)

021 710 2021

Robyn Fynn (Team Leader)

021 710 6400

RESPONSIBILITIES: Outbound calls, Data capturing

To Whom It May Concern

As a former worker, I hereby request the pleasure of working for a well-established company such as yours. I am very hardworking, dedicated and have sober habits. I have encountered no problems when being assigned to individual tasks, but likewise am obliged to work as a team member if that is required. Teamwork has always proved to be of utmost importance in the working industry, and with reference to my experience I believe that I would be an asset to your company

Thanking you in advance and looking forward to a speedy reply.

Yours truly

Robyn-Lee Mudoni