








Personal

-  **Address**
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7441 Cape Town
-  **Phone number**
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thembakazi214@gmail.com
-  **Gender**
Female
-  **Nationality**
South African
-  **Marital status**
Single
-  **Driving license**
B

Looking to apply my strong customer service skills and attention to detail in the automotive sector. Seeking to use my vast product knowledge and interpersonal skills in a rewarding role. Eager to bring my strong work ethic and proven track record in upselling to a competitive retail environment.

Work experience

Acquisitions Specialist

Mar 2020 - Present

getWorth, Richwood

Buying in vehicles for the company from private clients & fleet partners. Perform an extensive background checks on each vehicle using the VIN number; once all check out then we invite the clients to come in for the Inspector to further check the vehicle for any mechanical issues and on successful completion of that I make an offer to the client and make a payment. Customer service is top tier, building trust with your client so they come back to the business in the future

Bookings Cleck

Sep 2014 - Oct 2019

Reeds Motor Group, Cape Town

Taking inbound calls from private clients and fleet partners booking services/repairs for their vehicles; upsell other services like wheel alignment & rentals while the vehicle is in the workshop. Attend to walk ins, check in vehicles in the morning when they come in, assist creating job cards for service advisor. We make outbound calls to remind our clients of upcoming services, making sure regular maintenance is carried out in par with warranty.

Production Assistant/Coordinator

Apr 2012 - Jul 2014

Community Media Trust (CMT), Rondebosch

Initially hired as an intern, doing everything from printing pages to transcribing. As an assistant to the production manager, I booked talent for our talk show which aired on SABC1 at the time, preparing call sheets, booking & paying vendors. Booking flights and accomodation for our guests, keep an updated assert register, take notes on all our production meetings. Managing the dairy for regional manager who was based in our office.

Office Admin

Jan 2006 - Jul 2008

First National Bank, Tokai

Answering all incoming calls, screen them & direct to appropriate line, resolve any inquiries the clients have within my job scope. Assist administration manager with all admin related duties for the smooth running of the back office and on occasion assist as a teller.

Education and Qualifications

Matric

Jan 2002 - Nov 2004

Fish Hoek Senior High School, Cape Town

Skills

Microsoft Excell



Drive



Pinnacle



Hogan



Microsoft Office e



References

Claire Tanaka

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Getworth

Leona Perreira
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Leonap@reeds.co.za

Reeds Motor Group

Hayley Ross
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Community Media
Trust

Custom section

- Organisation skills. ...
- Strong communication skills. ...
- Creativity. ...
- Attention to detail. ...
- Strategic thinking.