

📍 Durban, South Africa 3610

📞 083 676 6724

✉️ phiwenxele78@gmail.com

SUMMARY

Highly motivated and adaptable professional with strong analytical and problem-solving skills. Proven ability to communicate effectively and build relationships with clients and colleagues. Demonstrated success in managing tasks efficiently and with high level of accuracy. Eager to leverage transferable skills to contribute to success of your team. Enthusiastic Student with strong communication and problem-solving abilities. Demonstrates proactive approach to tasks, leading to successful project completions and positive team collaborations. Brings innovative ideas and strong work ethic, contributing to motivated and productive environment. Eager to leverage skills and knowledge to deliver impactful results in educational and extracurricular settings.

SKILLS

- Customer relationship management
- Client engagement
- Dispute management
- Discount calculation
- Dealership software proficiency
- Positive attitude
- Goal-oriented
- Contract preparation
- Cleanliness standards
- Financial analysis
- Target and sales-driven
- Sales reporting
- Financial understanding
- Car finance options

SIMPHIWE GIFT NXELE

EDUCATION

2024

A-Levels | Understanding the NCA (F & I and Loan Consultants)
Moonstone Business School of Excellence, Pretoria, GP

2023

Certificate of Higher Education | Accounting Sciences
University of South Africa, Durban, KZN

2016

National Senior Certificate
KwaBazothini High School, Durban, South Africa

DRIVING LICENCE

- Category C1

EXPERIENCE

October 2023 - January 2025

Car Sales Executive MJ Autohouse (Durban West Auto Sales) |
Durban

- Answered incoming calls politely and professionally, following up on enquiries and responding to customer requests.
- Identified customers' needs, recognised purchasing potential and closed deals without aggressiveness.
- Coordinated with the finance department to offer competitive finance packages, facilitating easier purchase decisions.
- Facilitated smooth handovers of vehicles to customers, ensuring all paperwork and pre-delivery requirements were met.
- Clarified visitors' questions about cars, financing and purchase process, utilising sales skills to close potential purchases.

REFERENCES

- MJ Autohouse (Durban West Auto Sales):
Peter Ward (Founder)
084 261 3164
Dave Weldon (Manager)
084 809 2490



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

SIMPHIWE GIFT NXELE

Identity number 9707205748081

Exam number 5164122080079

Subject

IsiZulu Home Language
English First Additional Language
Life Orientation
Accounting
Business Studies
Economics
Tourism

%

59

49

74

52

33

35

45

Achievement

level

4

3

6

4

2

2

3

*

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 2016

M. S. LAKOSETS

Chief Executive Officer

170 7804 5898 P



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

8496527

(See reverse for more information)



UNISA
UNIVERSITY OF SOUTH AFRICA



We certify that

SIMPHIWE GIFT NXELE

*having complied with the requirements of the Higher Education Act
and the Institutional Statute, was issued with the*

HIGHER CERTIFICATE

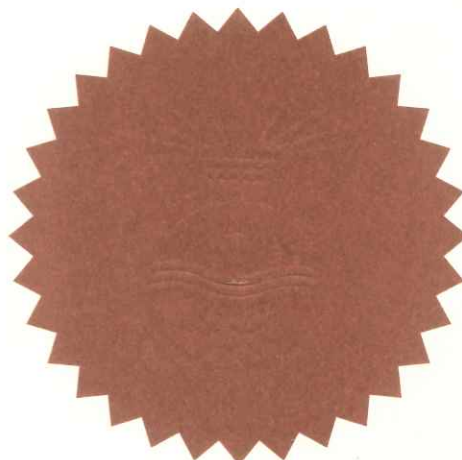
in Accounting Sciences

*at a congregation of the University
on 16 May 2023*

Vice Chancellor

Executive Dean

University Registrar



19820167875408C11601



MOONSTONE

BUSINESS SCHOOL OF EXCELLENCE

This is to certify that

Simphiwe Gift Nxele

9707205748081

completed the course

**Understanding the NCA (F
& I and Loan Consultants)**

Course Grade: 77.5 %

21 January 2024



HJALMAR BEKKER

Chief Executive Officer



Moonstone Business School of Excellence (Pty) Ltd
Reg no. 2005/020855/071

Provisionally registered with the Department of Higher Education and Training as a Private Higher Education Institution until 31 December 2023
under the Higher Education Act, 1997. Registration certificate No.2011/HE07/005

Accredited with INSETA: Accreditation No. 130146

Registered as an Occupational Certificate Skills Development Provider QCTO No. SQPT228/16/004

MOONSTONE
BUSINESS SCHOOL OF EXCELLENCE

St. Nxele
9707205748081
NCA: F&I



DRIVING LICENCE

SADC
ZA

SOUTH AFRICA

CARTÁ DE CONDUÇÃO

SC NXELE

ID No: 02/9707205748081

MALE

Birth: 20/07/1997 ZA

Restriction: 0

Licence Number: 20510005H206

No.: 1

Valid: 02/01/2024 - 01/01/2029

Issue: ZA

Code: C0

Vehicle restriction: 1

First issue: 21/12/2023



NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 970720 5748 081



S.A.CITIZEN

SURNAME
NXELE

FORENAMES
SIMPHIWE GIFT

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1997-07-20



DATE ISSUED
2013-01-21

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

Peter Ward

MJ Autohouse
42 Rowles avenue

Simphiwe Nxele

Molweni Township

Subject: Notification of Redundancy

Dear Simphiwe,

It is with deep regret that I must inform you of the difficult decision to discontinue your employment with MJ Autohouse due to unforeseen financial constraints affecting the business.

This decision is in no way a reflection of your performance or dedication. Over the past two years, you have been a valuable member of our team, and we sincerely appreciate your hard work and contributions.

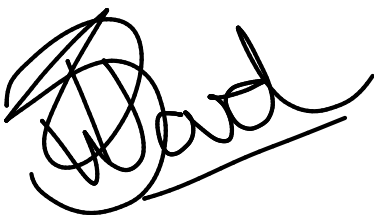
Please be assured that this action is taken purely due to economic necessity and not for any other reason.

Should our financial situation improve in the future, we would be very happy to consider re-employing you. We are also willing to provide a positive reference letter to assist you in securing new employment. Please don't hesitate to contact me directly at 084 261 3164 if you need any further assistance or documentation.

We wish you all the best in your future endeavours and thank you again for your service.

Sincerely,

Peter Ward

A handwritten signature in black ink, appearing to read 'Peter Ward', with a stylized flourish at the end.