

# YOVESHAN MOODLEY

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## OBJECTIVE

I am a young, talented, and self-motivated individual. While completing my studies I have worked part-time gaining more than 2 years of experience in the Sales and Marketing as well as in the Customer Service Industry. I am target and goal driven, always willing to the extra mile for the customer and my employee. Thou I have limited work experience, I'm a fast learner and ready to make an impact and contribute to the long-term success of my employee.



## EDUCATION

**Matriculated** | Stanmore Secondary | Batchelor Pass  
2014-2016

**Degree In Commerce-Marketing Management (BCom)** | Boston City Campus &  
Business College  
2017 - 2020



## EXPERIENCE

**Sales And Customer Service Advisor** | CCI  
JANUARY 2019 TO MARCH 2021

### RESPONSIBILITIES:

- ❖ Providing of product information, handling all queries through to resolution.
- ❖ Offering sound and reliable information to customers.
- ❖ Proactively developing customer relationships by making efforts to understand the customer, anticipating, and providing solutions to their needs, giving high priority to customer satisfaction.
- ❖ Investigative and resolving of the customer query received.
- ❖ *Reason for leaving: Career and Capacity Development.*

## **Cashier and Sales Assistance** | Top Hat Supermarket

NOVEMBER 2017 TO JANUARY 2018

### RESPONSIBILITIES:

- ❖ Balancing of the cashier register on daily basis.
- ❖ Recording Purchases and processing returns.
- ❖ Assisting customers.
- ❖ General cashier duties.
- ❖ *Parttime Employment .*

## **Sales Consultant** | Ignition

JUNE 2017 TO SEPTEMBER 2017

### RESPONSIBILITIES:

- ❖ Contact potential customers through phone calls.
- ❖ Determine customer needs and offer product or service solutions and support.
- ❖ Deliver customized, targeted sales strategies
- ❖ *Reason for leaving: Career and Capacity Development.*

## **Administration Clerk** | Xcallibre

DECEMBER 2016 TO JANUARY 2017

### RESPONSIBILITIES:

- ❖ Compiling, maintaining, and updating company records.
- ❖ Organizing and storing files for employees' reference.
- ❖ Keeping inventory of the office supplies.
- ❖ *Parttime Employment*



## **SKILLS AND SYSTEMS**

- ❖ Team Player
- ❖ Excellent Time Management
- ❖ Quick learner
- ❖ Sales and Marketing
- ❖ Public Speaking
- ❖ Research and Strategy
- ❖ Windows 10 with Microsoft Office



## REFERENCES

- ❖ Leantha , Team Leader, XCallibre, 081 7259005
- ❖ Clinton, Team Leader, Ignition, 031 5828300
- ❖ Sashin, Manager, Top Hat Supermarket, 031 5395333
- ❖ Charmaine, Team Leader, CCI, 083 761 5046