

CURRICULUM VITAE OF

Mivuyo Mampofu

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Personal details

Date of birth	:	31 August 1999
Marital status	:	Single
Nationality	:	South African
Home language	:	IsiXhosa
Other languages	:	English, Afrikaans and Zulu
Health	:	Excellent
Criminal records	:	None
Driver's License	:	Learners Driver's License

Secondary Education

School Attended: Tuscany Glen High School

Period attended: 2014-2018

Highest grade passed: Grade 12

Tertiary Education

Boland College: 2020- 2021

Diploma enrolled: Management Assistant N4- N6

Employment History

Company: Body Future Gym

Duration: July 2019 – March 2020

Position Held: Sales Consultant

Key Focus Areas:

- Communicated with existing clients and prospective clients to encourage discussions about their requirements and recommend solutions.
- Promoted brand and product benefits to potential clients and secured long-term accounts.
- Build and maintain relationships with clients.
- Create compelling sales pitches.
- Complete all paperwork relating to a sale.
- Perform research on the competition.
- Making appointments with interested customers to discuss purchase options.
- Advising gym members how to use exercise equipment
- Overseeing the safety of gym members
- Organising gym events

Company: **Body Future Gym**

Duration: **June 2021 –September 2021**

Position Held: **Receptionist**

Key Focus Areas:

- Conducting monthly statistics
- Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages.
- Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Keep a current record of staff members' whereabouts and availability.
- Keeping the reception area clean and tidy.
- Administering of IT security control systems.
- General administrative functions within the facilities department.
- Recording and capturing new client's contracts and storing personal information on the information management platform.
- Checking client's files to ensure all accounts have been paid and are up to date.
- Monitoring registers to ensure all clients in the gym are accounted for.

Company: **Urban Tonic (Event Company)**

Duration: **March 2021 until present (Part-time)**

Position held: **Head Waitress**

Key Focus Areas:

- Greeting and serving clients
- Providing detailed information when collecting the bill.
- Taking orders ensuring an enjoyable dining experience for guests.
- Refilling glasses and cleaning tables

- **Company:** Pathcare
- **Duration:** 1 February 2022 until 30 September 2022
- **Position held:** Bookings Clerk

Key Focus Areas:

- Handling of patient /customer queries
- Booking appointments for covid patients and travelling patients.
- Communicating turnaround times and query progress
- General admin duties required
- Update and maintain the current filing system

Company: Nomad Africa Adventure Tours

Duration: 24 January 2023 until 15 June 2023

Position held: Reservations Consultant

Key Focus Areas:

- Provide various planning and booking services and amending reservations.
- Answering customers` questions.
- Making travel suggestions and communicating with suppliers.
- Explain guarantee, special rates, and cancellation policies to callers and existing clients.
- Selling additional products and services.
- Contact airlines and follow up by email, phone or online to negotiate and secure space for clients.

Computer Skills

- Microsoft Word
- PowerPoint presentations
- Excel
- Outlook Email
- Internet

References:

Wilfred Cilliers

Body Future Gym Club Manager

wilfredcilliers@gmail.com

078 006 9616

Mondre Hess

Urban Tonic Supervisor

082 772 9992

Belinda Fleurs

Former Manager

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Thandiwe Ditsele

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