



**CURRICULUM VITAE OF
MBILA PINKI MERRIAM**

PERSONAL DETAILS

Title:	Ms
Surname:	Mbila
Name:	Pinki Merriam
Gender:	Female
ID Number:	8007071018086
Age:	45
Driver license:	Code 10 (C1)
Nationality:	South African
Home Language:	Isizulu
Other Language:	English, S Sotho and Afrikaans (English Good: Speak, Read and Write) (S Soth Good: Speak, Read and Write) (Afrikaans Fair: Speak, Read and Write)
Contact Details:	079 274 2511/082 306 1128
Email Address:	pmbila@gmail.com
Residential address:	2 Landrum Close Regents Park ext 13
Postal code:	2197

EDUCATIONAL QUALIFICATION

High School Attended:	Re Batla Thuto Secondary School
Highest Standard Passed:	Grade 12 (Matric)
Year Obtained:	1999
Subject:	1. English, 2. Afrikaans, 3. South Sotho 4. Biolog5. Physical Science 6. Mathematics

Tertiary Attended: IQ Academy
Qualification: Certificate in Public Administration
Year Obtained: 2022

Modules: 1. Introduction to Public Administration 2. Public Administrative Principles 3. Public Financial Management Legislation 4. Public Sector Department Structures 5. Public Sector Customer Service and Communication 6. Public Financial Management 7. Supply Chain Management in the Public Sector

Computer Literacy MS Office: Word, Excel, PowerPoint & Outlook

EMPLOYMENT HISTORY - WORKING EXPERIENCE

Company:	Ubuntu Unified Communication
Position:	Internal Sales
Year:	14 April 2014– Current
Position:	Internal Sales

Duties:

- Audio Visual/Video Conferencing Solution design.
- Understanding customer needs and requirements, assisting, and advising customers telephonically to choose the correct products for their requirements.
- Prepare and issue customer quotations, follow up on sales orders, and delivery instructions with accuracy and efficiency.
- Assist the sales team in preparing customer proposals and tenders.
- Maintain an up-to-date sales database, including pricing, customer details, and Orders
- Liaising with suppliers/distributors with regards to product costing and getting a quote from suppliers to be able to quote clients correctly on what they required.
- Process required paperwork legibly and accurately; all sections on the Sales Purchase Order, and or Cash Sales, making sure that Delivery Note are completed as per purchased order and quotation.
- Sales Purchase Orders costing be accurate by comparing the quotation supplied to the client and our supplier costing received.
- Ensure customers receive consistent, professional, and timely service.
- Internal Sales Enablement
- Improve customer service and ensure all deadlines are met, contacting clients to find out if they are happy with our service.

Reason for Leaving: Looking for new challenge.

Company:	Solution Technology (Pty) Ltd
Position:	Internal Sales/Receptionist
Year:	February 2007 – March 2014

Duties:

- Assisted sales staff with Technical Schedule by ensuring all paperwork is done and handed over to the Technical Director, in terms of training on products.
- Job costing and quoting
- Liaised with relevant departments to ensure orders are followed through for completion, sent orders to procurement.
- Products marketing, Audio Visual products – arranged walk-ins with the client to showcase new products and sent out products brochure to clients.
- Updated products pricelist and send it out to registered dealers.
- Attended required Sales and Technical Training when necessary and show regular progress in terms of education and self-improvement in career path.
- Answered switchboard telephone line, processed, and distributed incoming calls.

Reason for Leaving: Received New Opportunity

Company: Manto Management
Position: Receptionist/Administration
Year: January 2006 – January 2007

Duties:

- Answered switchboard telephone line, a small company of 20 people, transferred it to relevant people also taking messages if they were not available and sent them via email.
- Processed and distributed incoming mails from the post offices.
- Performed general administrative, filing manual alphabetically.
- Purchased, administered and maintenance of office stationery, checking that we don't overspend unnecessarily on the stationery.
- **Reason for Leaving:** **Received New Opportunity**

SKILLS AND EXPERIENCE

- Proven inside sales experience.
- Administration Skills
- Excellent verbal and written communications skills
- Strong listening skills
- Ability to multi-task, prioritize, and manage time effectively.
- Good computer skills - MS Office etc
- Attention to detail and problem-solving skills.

STRENGTH

- I am a friendly, enthusiastic, and persuasive person.
- I communicate clearly and concisely.
- Self-discipline and motivation.
- I have the ability to work independently and also enjoy working with a team.
- I can work under pressure, and ; I have the ability to cope with a high volume of confidential correspondence.

REFERENCE

Name: Ms Nikita Joseph
Position: Technical Coordinator
Company: Ubuntu Unified Communications
Cell: 084 235 5488
Office: 012 347 7944

Name: Mrs. Precious Gumede
Position: Director
Company: Solution Technologies (Pty) Ltd
Cell: 072 284 1077
Office: 011 789 9549

Name: Mr Gary Moonsammy
Position: Managing Director
Company: Manto Management
Cell: 0825735470