

Mafuraha Prudence Zwivhuya

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



Experience

● MK Marketing (Pty)LTD

May -2020 - Nov-2021

Salesperson

- *Building relationships
- *Identifying opportunities
- *Presenting products
- *Handling objections
- *Closing deal's
- *Following up

● Red alert service

07/ Aug/2023 - 26/Mar/2025

Administrative Clerk

- Answering phones and responding to emails
- Managing files and records
- Data entry and bookkeeping
- Scheduling appointments and meetings
- Providing customer service
- Preparing reports and documents
- Maintaining office supplies



Education

● Litshovhu high school

2019

Grade 12



- **Denver technical college**

2025

Public relations

Information processing N6, Office practice N6, Communications N6, Public Relations Management N6



Skills

- - Basic maintenance skills
- Time management
- Physical stamina
- Communication skills
- Team work
- Attention to safety protocols
- Ability to work independently



Reference

- **California Legodi - "Red Alert service "**

TEAM LEADER

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- **Mamedzi Christopher - "PC CONSTRUCTION(pty)Ltd "**

CEO

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