



Mr Massassan Sergio Chithlangu

✉ chithlangusergio@gmail.com ☎ 0763322835

◆ Gauteng
LinkedIn

PROFILE

Applicant with with various experience such as Driving, Mobile Head Recruiter, Senior Financial Advisor, Customer Service Agent, IT and many more listed in my CV . Seeking a career change to a position involving Customer Service, Admin, Sales, Clerical and Bank Teller for a medium to large marketing firm. Driven self-starter and fast learner who has led various teams as supervisor and site manager.

PERSONAL DETAILS

GENDER
Male

RACE
African

DATE OF BIRTH
23 Dec 1985

EDUCATION & QUALIFICATIONS

• Higher Certificate

Banking Services Advice · 2012

Achieved

• Matric

National Certificate · 2004

Achieved

WORK EXPERIENCE

• Driving Partner

[Takealot](#)

Aug 2021 - Present

Current

Delivery of Parcels and MrD Food

• Head Mobile Recruiter

[Eudemonia Organization](#)

Mar 2019 - Jun 2021

Managed and led a team of students recruiters for Bhekizizwe and Eudemonia Organization Scholarship

• Senior Financial Advisor

[MMI Holdings \(Metropolitan\)](#)

Mar 2018 - Mar 2020

Financial Coach

Retirement Income Plan

Annuity Certain

Life Annuity

Dreambuilder Cash Plan

Futurebuilder Multicash Plan

Wealth Maximiser

Futurebuilder Life Cover

Single Premium
Recurring Premium

- **SGB Teacher**

[JM Ntsime Secondary School](#)

Jun 2015 – Feb 2018

Taught Mathematics, Life Sciences, Life Orientation and Technology. Grade 8 to 10

- **Customer Service**

[Electro Tech DSTV Agency](#)

Jan 2014 – Dec 2014

Attended DSTV clients who had account problem
Selling and marketing DSTV products

- **Site Manager**

[Lisedi Tent Hire and Catering](#)

Jan 2014 – Dec 2014

Booking Clerk, Administration, General Worker, Team Leader and assisted with decorations setup

- **Bank Teller & Client Service**

[ABSA Pretoria](#)

Feb 2011 – Jan 2012

Helping clients with cash deposit and withdrawal
Account management, EFT withdrawal and cards issuing
Promotion of Banking Digital Products

- **IT Intern**

[Moses Kotane Local Municipality](#)

Jan 2010 – Dec 2010

Assisted with Network, Technical and Security Support

- **Warehouse Worker**

[Sun City Warehouse](#)

Jun 2008 – Dec 2008

Warehouse cleaner
Stock receiver
Stock dispatch
Stock packing in shelves
Stock counter

- **Porter & Guest Relations Officer**

[INN Staff \(Sun City Resort\)](#)

Jan 2005 – Jun 2008

Assisted guests with check-in & out and luggage carrier
Assisted with internal and external bookings
Used Opera System

SKILLS

Customer Service	●●●●●
Communication	●●●●●
Meeting Deadlines	●●●●●
Time Management	●●●●●
Administrative	●●●●●
Computer	●●●●●
Problem Solving	●●●●●
Analytical	●●●●●

LANGUAGES

English	●●●●●
Tswana	●●●●●
Xitsonga	●●●●●
Zulu	●●●●●

PERSONAL TRAITS

Honest
Approachable
Diligent
Determined
Focused
Creative
Cooperative
Responsible

HOBBIES & INTERESTS

Coding / Programming

REFERENCES

Mabaleka Moyo

SGB Teacher - JM Ntsime Secondary School
☎ 0719774379
✉ mabalekamoyo@gmail.com

Mary Moatshe

Senior Financial Advisor - Metropolitan
☎ 0824876059
✉ Mary.moatshe@metropolitan.co.za

Elsie Tisane

HoD - JM Ntsime Secondary School
☎ 0822906579
✉ Elsietisane@gmail.com

Bongi Modise

Senior Teller - ABSA Mogwase
☎ 079 341 9342

COVER LETTER

13th. June, 2022 Job application: andnbsp;

Dear Recruitment Manager

This is Sergio, a passionate applicant who has been recently working as Driving Partner for Takealot Delivery Team, Rustenburg (North West Province) South Africa, from 1st August 2021.

I would like to pursue my ultimate passion towards reaching my goals and hopefully join your best company with administrative, customer service, driving, technical, sales or supervisory skills and experience. Fortunately, I came across your vacancy online and I'm extremely interested to demonstrate my potentials and hopefully be a shortlisted candidate, where I promise to show full commitment to the roles.

Professionally, I believe I'm able to perform the duties of Customer Service, Admin, Driving, Clerical, IT and Managerial position. I'm able to lead team, negotiate, close client, recruit, service customers and perform administrative duties when needed. I'm always creative and deliver outstanding results and go extra mile.

Finally, leadership and mentoring: I have led, mentored and managed various teams academically and at workplace to encourage them to deliver the most effective results.

Kindly, have a look at my attached resume. I'm looking forward to hearing from you,

Yours, Sergio Chithlangu 076 332 2835 / 078 829 6336

