



NGONIDZASHE SEKETE

STOCK CLERK

PROFILE

A dedicated and highly organized professional with over 4 years of experience in collections, customer service, and sales and inventory management. Adept at maintaining accurate inventory records, overseeing stock levels, and ensuring efficient storage and distribution processes. Proven ability to manage financial data, resolve customer queries, and handle sales operations. Strong attention to detail, excellent communication skills, and a proactive approach to problem-solving in fast-paced environments. Having worked across various sectors and international settings, I am seeking to bring my skills and experience to a role as Stock Clerk, contributing to the effective management of inventory and smooth supply chain operations.

WORK EXPERIENCE

Stewardbank (Zimbabwe) 2022 - 2024

Credit Control

- Negotiated and assisted customers with payment plans.
- Efficiently managed and recovered debts from debtors.
- Oversaw the collection of all due payments, ensuring timely resolution.
- Update and maintain the age analysis of accounts.
- Collaborated with various department for smooth customer service.
- Maintained and promoted constant communication with customers.

Arabtec (UAE) 2020 - 2021

Customer Service Executive

- Managed large amounts of incoming and outbound phone calls
- Identified and assessed customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Provide accurate, valid and complete information to the customers
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Kept records of customer interactions, process customer accounts and file documents.
- Telephone

TN Harlequin (Zimbabwe) 2015- 2019

Sales and cashiering

- Prospecting new customers and maintaining of business to consumer relationship
- Product Knowledge and dissemination of information thereof.
- Product selling and maintaining high levels of customer satisfaction
- House Keeping and maintenance of shop ambiance
- Receiving, Merchandising and restocking of shop
- Conducting daily, weekly as well as periodic stock count
- Record Keeping and use of Stock counting systems
- Conducting stock audit checks

REFERENCE

Available upon request

CONTACT

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Al Furjan Dubai UAE

EDUCATION

2017

EXECUTIVE CERTIFICATE IN
CREDIT MANAGEMENT

University of Zimbabwe

SKILLS

- Customer Relationship
- Time Management
- Safety Awareness
- Effective Communication
- Housekeeping and Hygiene
- Sales
- Merchandising and Restocking
- Inventory Management
- Receiving Goods
- Storing Goods
- Monitoring of stock
- Record Keeping
- Stock Audits

LANGUAGES

- English ((Fluent)