

# CURRICULUM VITAE OF BELINDA LUSINGA

## PERSONAL DETAILS

Name: Lusinga  
Surname: Belinda  
Date of birth: 1994-09-11  
Contact number: 079 039 0688  
Email: [Lusingabelinda@gmail.com](mailto:Lusingabelinda@gmail.com)  
Availability: 1 weeks' notice period  
Dependants: 1  
Location: Johannesburg  
Home Language: IsiZulu  
Other languages: English, Xhosa & Sotho  
Skills: Good communicator, telephone etiquette, writing, working under pressure, organising, knowledge of MS Office and Sage/Pastel

## EDUCATION DETAILS

High School: Forest High School  
Highest Grade: Senior Certificate (Grade 12)

### **Tertiary Education:**

Institution: University of South Africa (UNISA)  
Qualification: Diploma in Marketing Management  
Duration: Currently in progress

Institution: Believers Care Society (Youth Program)  
Qualification: End User, Excel, PowerPoint, Word, & Outlook  
Duration: 3 months

Institution: Institute of Bookkeepers (ICB)  
Qualification: Computerised Bookkeeping Sage/Pastel and MS Excel  
Duration: 3 months

## **WORK EXPERIENCE**

**Company:** **SANCA Central Rand**  
**Position:** Volunteer  
**Duration:** April 2022 to October 2022  
**Duties:** Facilitation and presenting at Clinics and Schools to spread awareness of SANCA and what they do and the dangers of Substance abuse.  
Collecting Demographic data and capturing onto the system  
**Reason for leaving:** Volunteer Programme

**Company:** **Zone fitness**  
**Position:** Sales Consultant  
**Duration:** March 2019 to February 2020  
**Duties:** Cold Calling from diary entries on potential clients, booking of appointments with potential and interested clients, promotions, updating stats, booking appointments, assisting clients in completing contracts and explain terms & conditions.  
**Reason for leaving:** Contract Ended  
**Reference:** 079 912 6757

**Company:** **Govaro Construction**  
**Position:** Admin Officer  
**Duration:** Jan 2018 - Feb 2019  
**Duties:** Welcoming of various models and actors to the shoot.  
Managing actors and models for preparation of shoots  
Retrieval of personal information from models and actors.  
Ensuring all personal information is sent to payroll.  
Contacting models and actors for bookings made and retrieving confirmations.  
**Reason for leaving:** Career change  
**Reference:** 067 188 8979

**Company:**

Position:

Duration:

Duties:

**Vega Casting**

Administration and Co-ordinator support

June 2017 to December 2017

Welcoming of various models and actors to the shoot, managing actors and models for preparation of shoots. Retrieval of personal information from models and actors.

Ensuring all personal information is sent to payroll.

Contacting models and actors for bookings made and retrieving confirmations.

Reason for leaving:

Part Time - Temp

Reference:

079 353 2157

**Company:**

Position:

Duration:

Duties:

**Holla'group**

Promoter

June 2016 - Mar2017

In store promoting

Hosting at various events, road activations, promotions, onsite research on brands and conducting surveys from customers and partners.

Reason for leaving:

Part Time - Temp

Reference:

065 352 6090

**Company:**

Position:

Duration:

Duties:

**Le Morgan Direct Marketing Company**

Sales Representative

Apr 2015 - Nov 2015

Direct selling of houseware products

Effective Communication with the customers on products, customer support, processing of complaints from customers and follow ups.

Reason for leaving:

Focus on studies

Reference:

011 011 5500