



# NIKHIL SEWSUNKER

ADMINISTRATION/ ACCOUNTS/ IMPORTS&EXPORTS

## Work Experience:

### : Stuttafords:

An international retail brand. My duties were admin, customer care and sales. I excelled in my field, pushing my counter to second in the country. Very customer service orientated.

### : Ekhwesi Energy:

One of South Africa's leading energy companies within the prepaid

industry. My duties were customer service and office administration as well as manning the reception desk and learning information on the energy work force.

### : The Foschini Group:

A chain store that specializes in woman's clothing and cosmetics. Employed by Estee Lauder for men's fragrances and skin care. Duties included sales, administration and customer services, both in personal and telephonically.

### : Durban Highschool:

One of Durban's highly esteemed schools that was founded in 1894. Duties include serving class, preparing lesson plans as well as educating the students alongside the teacher. Working at reception; answering calls from prospective parents and printing/distributing paperwork where needed.

### : Sunbromate:

Job title- Imports and exports clerk. My main duties include admin of clearance documents for imported goods and daily administration. Dealing with clearing agents to arrange transport i.e., pick up containers from port. Very proficient on SAP admin system. I perform accounts functions daily (allocation of expenses, parking of paid invoices and paying our clients).

## Motivation:

Throughout my years of work, I have gathered an ample number of skills from various systems. I am a quick learner and I work well unsupervised. My drive is intrinsic. I have goals I need to accomplish and doing well at work will help me reach those goals. You will find I am very self-motivated, and self-sufficient.

## Contact & Details:

☎ : 063 710 1375  
✉ : South African  
♂ : Male  
🕒 : 24 y/o

## Education:

- Matric 2014. Bachelor's pass.
- BA Psychology. Uncompleted.
- Diploma in TEFL
- Online certificate in Excel.

## Extra's:

- Attended leadership bootcamp.
- Mentored the youth in my community.
- Volunteer work with The Sunflower Fund.

## References:

Famida Khan: 082 651 3369  
Bhavna Sookdar: 031 824 6408  
Durban Highschool: 031 277 1500  
Dharani Bharath: 083 784 2855