

Nkosinathi Nkosi

✉ nkosinathinkosi466@gmail.com ☎ 062 485 1448/084 523 5874

📍 5431 Nyaninga Street, Langaville, Johannesburg, 1550 📅 28 February 2002

PROFILE

Detail-oriented professional with hands-on experience in retail sales, customer service, and administrative support. Skilled in data capturing, stock and inventory control, POS transaction processing, and accurate record-keeping, with strong Microsoft Excel proficiency. Known for reliability, quick learning, and staying organised under pressure, with a track record of meeting sales targets and supporting smooth day-to-day operations. Looking to bring this administrative and retail experience into a role where I can keep contributing to operational efficiency and business goals.

SKILLS

Administrative & Technical

- Data Capturing
- Filing and Record Keeping
- Microsoft Excel
- Stock and Inventory Administration
- Compliance with Policies and Procedures

Customer & Sales

- Customer Service
- Client Engagement
- Telephone Etiquette
- Transaction Processing (POS)

Personal Effectiveness

- Time Management & Task Prioritisation
- Verbal and Written Communication
- Analytical and Problem Solving
- Attention to Detail
- Teamwork and Collaboration
- Ability to Work Under Pressure and Meet Deadlines

PROFESSIONAL EXPERIENCE

YES: Sales Associate

Foschini Retail Group (Pty) Ltd

08/2025 – Present
Johannesburg,
Gauteng

- Delivered efficient, courteous customer service and resolved enquiries professionally
- Processed transactions accurately using the point-of-sale (POS) system
- Maintained accurate stock and inventory records, identifying and minimising discrepancies
- Handled administrative duties for stock control, documentation, and reporting
- Captured and maintained accurate records of stock levels and daily operations
- Organised and maintained merchandise displays to company standards
- Collaborated with team members to meet daily operational objectives
- Ensured compliance with company policies, procedures, and workplace standards
- Consistently met daily and monthly sales targets through strong product knowledge and customer engagement

Promoter

Wendy's Guys and Girls Expanding Branding Company

11/2023 – 01/2024
Johannesburg,
Gauteng

- Promoted Coca-Cola products, addressing customer product enquiries professionally
- Communicated promotional campaign details clearly to engage customers

- Accurately processed customer entries into promotional competitions
- Maintained a professional, approachable manner that supported a positive customer experience

EDUCATION

National Senior Certificate

Kenneth Masikela Secondary School

01/2017 – 12/2021

Johannesburg,
Gauteng

LANGUAGES

Isizulu



English



CERTIFICATES

- YES4YOUTH Program-
Completion Certificate

TRAINING AND COURSES

TFG Banking Process-Float Management

YES4YOUTH Work Readiness Training

10/2025 – 03/2026

Sexual Harassment Policy

YES4YOUTH Work Readiness Training

09/2025 – 03/2026

POPIA-FY25

YES4YOUTH Work Readiness Training

09/2025 – 03/2026

FIFA for SA Stores

YES4YOUTH Work Readiness Training

09/2025 – 03/2026

Code of Ethical Conduct in Practice

YES4YOUTH Work Readiness Training

10/2025 – 03/2026

REFERENCES

Cynthia, Manager, Wendy's Guys and Girls Expanding Branding
072 404 3996

Nosipho Sibiya, Manager, Foschini Retail Group (Pty) Ltd
1060827@sportscene.co.za, 067 887 5557



YES
4YOUTH
.CO.ZA

Certificate of Completion

This is to certify that

Nkosinathi Nkosi

(ID: 0202285559086)

Has successfully completed the Youth Employment
Service quality work experience programme.



18 August 2026

Date

A handwritten signature in black ink, appearing to read 'Ravi Naidoo'.

Ravi Naidoo
Chief Executive Officer

YES is a business-led collaboration with government and labour.
Company Registration: 2017/267641/08 | www.yes4youth.co.za