

NOSIPHO NICOLE SIBISI

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PROFESSIONAL SUMMARY

Recent Grade 12 school leaver seeking an entry-level opportunity to gain formal workplace experience and contribute to a professional team. Practical exposure includes customer service, basic cash handling, payment processing, stock organisation, shelf replenishment, product packing and maintaining clean and organised work areas. Brings strong communication, teamwork, organisation, computer literacy and a willingness to learn.

EDUCATION

Jiyana Secondary School, Tembisa

National Senior Certificate (Grade 12) | January 2019 - November 2023

PRACTICAL EXPERIENCE

Retail Business - Practical Retail Exposure

May 2025 - November 2025

- Assisted customers with general enquiries and customer service.
- Assisted with product packing and preparation.
- Arranged and restocked shelves and organised products.
- Supported basic cash handling and payment processing.
- Maintained a clean and organised counter and customer area.

VOLUNTEER EXPERIENCE

Food Distribution Volunteer

November 2024 - March 2025

- Packed and distributed food parcels to community members.
- Organised supplies and stock.
- Assisted community members in a friendly and respectful manner.
- Maintained clean and organised working areas.
- Worked with others to complete assigned responsibilities.

Youth Empowerment Group - Volunteer

January 2024 - April 2024

- Assisted with assigned group activities and responsibilities.
- Worked collaboratively with other volunteers.
- Followed instructions and completed assigned tasks responsibly.
- Developed teamwork, communication and workplace-discipline skills.

SKILLS

- Customer service and customer enquiries
- Basic cash handling and payment processing
- Stock organisation and shelf replenishment
- Product packing and preparation
- Verbal and written communication
- Teamwork and collaboration
- Time management and organisation
- Problem solving and critical thinking
- Basic computer literacy
- Microsoft Word, Excel and PowerPoint
- Google Docs, Sheets and Slides
- Adaptability and willingness to learn

CERTIFICATIONS

Computer Literacy Certificate - SETTA, 2024

Basic Customer Service Certificate - SESSA Skills Training

PERSONAL ATTRIBUTES

Honest and dependable | Punctual and responsible | Hard-working | Respectful and professional | Adaptable to new environments | Willing to learn

REFERENCES

Available on request.