

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the available position at your company. I am a hardworking, reliable, and motivated individual with a Grade 12 qualification and experience in warehouse, administration, and general work environments. I am eager to contribute my skills and grow within a professional team.

I have developed strong communication, teamwork, time management, and problem-solving skills through my previous work experience. I am able to work well under pressure, follow instructions carefully, and maintain a positive attitude in fast-paced environments. I am also willing to learn new skills and take on additional responsibilities when required.

I am confident that my dedication, work ethic, and willingness to learn would make me a valuable addition to your company. I would appreciate the opportunity to attend an interview and discuss how I can contribute to your team.

Thank you for considering my application. I look forward to hearing from you.

Kind regards,

Mairo Tebogo Ramotla

MAIRO TEBOGO RAMOTLA
064 829 1039 | tebogom3333@gmail.com
Lombardy East, Alexandra

PROFESSIONAL SUMMARY

Reliable and detail-oriented worker with experience in warehouse operations, stock control, and airline catering environments. Skilled in handling inventory, maintaining high hygiene standards, and working efficiently under pressure. Strong organisational and administrative abilities with a focus on accuracy and teamwork. Seeking opportunities in warehouse, administrative, or airport operations roles.

CORE SKILLS

- Stock control & inventory management
- Warehouse operations & packing
- Administrative support & record keeping
- Attention to detail & accuracy
- Time management & working under pressure
- Customer service & communication
- Basic computer skills

WORK EXPERIENCE

Equipment Parker – Newrest Inflight South Africa

Nov 2021 – Present

- Prepare and pack airline equipment according to strict procedures
- Ensure items meet hygiene and safety standards
- Check and verify accuracy before dispatch
- Work under pressure to meet deadlines
- Maintain clean and organised work areas

Salesperson – Smart Furniture

Jan 2020 – Dec 2020

- Assisted customers and processed transactions
- Managed stock and restocked merchandise
- Maintained sales and inventory records
- Resolved customer issues professionally

Tally Clerk – Palkor

Jan 2016 – Mar 2018

- Recorded and monitored stock levels
- Counted and verified inventory
- Assisted with admin duties and reporting
- Maintained accurate documentation

EDUCATION

Grade 12 (Matric) – Allanridge Secondary School (2015)

REFERENCES

Thapelo Rammutla
Manager, Smart Furniture
010 141 4478

Xolani Bengu
Admin Clerk, Palkor
012 940 0323

Ndivhu Vele
Supervisor, Newrest Inflight South Africa

072 316 8979 / 011 367 6767



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

TEBOGO MAIRO RAMOTLA

Identity number 9701120369081

Exam number 8201340496882

Subject	%	Achievement	
		level	Date
Sepedi Home Language	65	5	Nov 15
English First Additional Language	52	4	Nov 15
Mathematical Literacy	40	3	Nov 20
Life Orientation	35	2	Nov 15
Business Studies	32	2	Nov 15
Geography	32	2	Nov 16
Life Sciences	33	2	Nov 17
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This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2020

M. S. LAKOMETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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Council for Quality Assurance in
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South Africa

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(See reverse for more information)