

THABO MBULISO MTIYANE

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0649502135 | mtiyanethabo@gmail.com

Objective

Dedicated administrative support professional with a strong background in organization and multitasking, seeking to leverage skills in office management, communication and problem solving to enhance operational efficiency. Committed to providing exceptional support to drive team success and ensure smooth daily operations.

Achievements & Awards

- Directed execution of Intermediate Phase across 70+ deliverables. Delivered 100% pass rate, eliminating rework and maintaining full compliance with standards.

Personal Details

- Date of Birth : 15/08/1997
- Nationality : South African
- Gender : Male

Languages

- English
- IsiZulu

Education

- **North West University** Short with one module
BAdmin in Development Management with Local Government Management
Incomplete
- **St Lewis Bertrands High School** 2017
National Senior Certificate
Matric

Skills

- Problem solving
- Critical thinking
- Communication
- Computer literate
- Attention to detail
- Leadership (Team Building)

Experience

- **Food Lover's Market Bassonia** 12/03/2026 - Currently working
Perishable Merchandiser
 - Stock & rotate- Put out dairy, produce First-in-first-out so nothing expires.
 - Merchandise- Build displays, face products, follow planograms so shelves look full and appealing.

- Quality checks- Pull expired/damaged goods, check temps on coolers/freezers, toss anything spoiled.
- Pricing & tags- Update shelf labels, put out promos/sale tags.
- Orders-Count stock and tell the store what to order
- Customer help- Assistant Customers with enquiries
- **Southrand Combined School** 20/02/2024 - 27/02/2026
Departmental Head(Intermediate Phase)
Assisted lead teacher's in delivering engaging lesson plans and educational activities, support classroom management to foster a positive learning environment provided individualised attention to students facilitated communication between teacher's and parents and contributed to academic assessments and progress tracking.
- **Piktup** 10/10/2023 - 20/02/2024
Operator
Operating the bin loading machine and checking the safety of the team members.
- **South Rand Hospital** 13/02/2023 - 31/08/2023
Field Maintenance
Perfomed routine inspectionsand preventive maintenance on equipment and machinery in the field to ensure optimal performance. Diagnosed issues executed repairs and conducted replacements as necessary. Collaborated with team members to enhance operational efficiency and documented all maintenance activities accurately.
- **Sithobelumthetho Senior Primary School** 01/11/2021 - 31/08/2022
General School Assistant
Assisted teachers in classroom management and supported student learning by providing individualised attention. Supervised students during activities and ensured a safe environment. Collaborated with staff to implement educational programs and contributed to a positive school culture through engagement and communication.
- **FG KNIGHTS** 01/02/2018 - 01/02/2019
Merchandiser
Developed and executed visually appealing merchandise displays to enhance customer engagement and increase sales. Analysed inventory levels and sales trends to optimise stock placement and product assortment. Collaborated with marketing teams to implement promotional strategies and ensured compliance with company branding standards.

Reference

- **Mr Lucky Shai - Food Lover's Market Bassonia**
Supervisor
0836848589
- **Ms Khanyisile Sithole - Southrand Combined School**
Teacher
0799854348
- **Mr Veli - Piktup Southdale Depot**
Coordinator
0873571260
- **Ms ZB Shabalala - Southrand Combined School**
Principal
0606770806