

CONTACT

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

2024 - 2025	• Mechandiser Superspar city center Packed and arranged products neatly on shelves. • Ensured shelves remained fully stocked. • Checked expiry dates and removed damaged or expired products. • Assisted customers in finding products. • Maintained a clean and organised store environment. • Received and unpacked stock deliveries. • Priced and labelled products correctly. • Reported low stock levels to supervisors.
2024 - 2026	• Catering Assistant / General Assistant MB Mmotong Catering Assisted with catering activities and daily operations. • Helped prepare and organise work areas. • Supported the team with general duties. • Maintained cleanliness and organisation. • Worked effectively as part of a team
2025 - 2026	• Product Promoter Divine Bodies Introduced products to potential customers. • Explained product benefits clearly. • Engaged with customers and answered basic questions. • Helped create product awareness and generate customer interest. • Contributed to increasing product demand and sales.

EDUCATION

2023	• Marubising secondary Matric 12
2026 in processing	• Bana Ba-Rona Computer Basics &ICT Certificate Computer

SKILLS

- Computer & Administration
- Microsoft Word
- Microsoft Exce
- data capturing and data entry
- basic data processing
- file and folder management
- basic computer hardware;
- storage devices and safe device handling

- backups and virus
- filing and administration

PROJECTS

- **Computer & ICT Practical Projects**
Created and formatted documents using Microsoft Word.
Practised data capturing and organising information using Microsoft Excel.
Created and maintained organised digital files and folders.
Practised basic data processing and document management.
Applied basic computer hardware and storage-device knowledge.
Practised data backup and basic virus-protection procedures.
- **Retail & Product Promotion Experience**
Assisted with product promotion and customer engagement for Divine Bodies.
Supported shelf organisation, stock checking, pricing and product displays at SPAR.

ACHIEVEMENTS & AWARDS

- Top Archivers 2021*English & setswana Netball 2018*Gold medal

INTERESTS

- Surfing through internet, netball, volunteering at SS funeral home

ACTIVITIES

- Watching Documentaries and sports over the weekend

LANGUAGES

- Setswana
- English
- Sepedi

REFERENCE

- **BEATRICE MOLOBELA - Divine bodies**
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