

NOLWAZI IMMACULATE SIBITANE

Location: Stand No. 1040, Magogeni, 1334 **Phone:** 079 920 9227 / 076 055 0223
Email: nsibitane@yahoo.com **Licence:** Code 10 (Own Transport)

PROFESSIONAL SUMMARY

Dedicated, reliable, and versatile professional with strong experience across warehouse operations, administration, healthcare linkage, and retail customer service. Possesses formal training in Occupational Health and Safety (Introduction to SAMTRAC) and holds a Code 10 driver's license. Proven track record in inventory management, data entry, customer relations, and adherence to safety standards. Seeking to leverage strong organizational, analytical, and communication skills to add value in a dynamic workplace.

PROFESSIONAL EXPERIENCE

General Worker | Motus Aftermarket Parts March 2023 – May 2024

- Executed warehouse stock handling, inventory checks, order picking, packaging, quality control, and housekeeping.
- Received, inspected, and verified incoming deliveries against documentation; managed shipment labeling and returns.
- Maintained accurate inventory records, performed data entry, and supported ongoing stock control operations.
- Liaised directly with suppliers to resolve order discrepancies and delivery issues efficiently.
- Ensured strict adherence to health, safety, and environmental (HSE) regulations and warehouse procedures.

Linkage to Care Officer | Right to Care June 2019 – September 2022

- Successfully linked diagnosed patients to healthcare facilities and Antiretroviral Therapy (ART) treatment plans.
- Conducted follow-up calls and executed retention strategies to support patient adherence and care continuation.
- Maintained, updated, and ensured accuracy of healthcare database systems including TIER.net and HPRS.
- Supported organizational operations through general administrative assistance, filing, reporting, and proposal preparation.

Multi-Skilled Employee | Sterkinekor Theatres July 2017 – March 2018

- Delivered high-quality customer service, resolved customer queries, and actively promoted self-service terminals.
- Validated movie vouchers and promotional offers, managed Point of Sale (POS) operations, and followed merchandising standards.
- Prepared food and beverage concessions in accordance with strict hygiene and quality guidelines.

Shop Assistant | The Crazy Store August 2016 – July 2017

- Welcomed customers, answered product inquiries, and guided patrons across store departments.
- Merchandised and displayed retail stock according to store layout standards and promotional visual guidelines.
- Informed customers regarding active sales promotions, discounts, and store offers.

Till Packer / Cashier | Malelane Superspar January 2015 – February 2016

- Processed cash, credit card, and voucher payments accurately using the point-of-sale system.
- Scanned items efficiently while maintaining high accuracy and providing friendly customer service.
- Maintained clean, safe, and well-organized checkout counter environments.

EDUCATION & QUALIFICATIONS

Certificate of Competence: Introduction to SAMTRAC — NOSA College 2026

National Senior Certificate (Grade 12 / Matric) — Cefups Academy 2008

SKILLS & CORE COMPETENCIES

- **Health & Safety:** HSE Regulations, SAMTRAC Standards, Workplace Safety
- **Systems & Admin:** TIER.net, HPRS, Data Entry, Record Keeping, Filing
- **Computer Skills:** MS Office (Word, Excel, PowerPoint, Outlook), POS Systems
- **Warehouse & Logistics:** Stock Handling, Inventory Control, Order Picking
- **Soft Skills:** Customer Service, Problem Solving, Time Management, Adaptability
- **Languages:** English (Fluent), Siswati (Fluent), Setswana (Basic)

REFERENCES

Xola Mzilikazi

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Vus'umuzi Msibi

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