

Lethiwe Luvuno

RETAIL • CUSTOMER SERVICE • STOCK & WAREHOUSE

076 456 0775 | lethiwelethoh22@gmail.com
31 10th Avenue, Alexandra, Johannesburg 2090

PROFESSIONAL PROFILE

Reliable and hardworking retail and warehouse professional with hands-on experience in stock handling, receiving and dispatch, picking and packing, quality control and customer-focused service. Experienced in fast-paced environments and confident working as part of a team while maintaining accuracy, productivity and good housekeeping standards. Eager to contribute to a retail team and grow within a customer-focused organisation.

WORK EXPERIENCE

Warehouse Assistant | *The Pro Shop Corporate*

01 Nov 2023 – 30 Sep 2024

- Picked and packed customer and store orders accurately and efficiently.
- Received stock and completed Goods Received Vouchers (GRVs).
- Performed quality checks to ensure stock met required standards.
- Maintained accurate stock records and supported stock administration.
- Processed stock returns (RTS) and assisted with replacement stock procedures.
- Prepared and dispatched stock according to required processes.
- Maintained clean, organised and safe work areas.
- Worked effectively in a fast-paced environment while meeting daily targets.

EDUCATION & TRAINING

National Senior Certificate (Grade 12)

Khondlo Secondary School | 2017

NQ Level 5 – Receiving and Dispatching Clerk

Dekra | 2024

NQ Level 5 – Retail and Wholesale Management Generic

Baking SA Bathu | 2024

KEY SKILLS

- Customer service and professional communication
- Receiving and dispatching
- GRV processing and quality control
- Teamwork and problem solving
- Fast-paced retail and warehouse environments
- Stock control and stock administration
- Picking and packing
- Stock returns and replacement processes
- Time management and working to targets
- Housekeeping and workplace organisation

REFERENCES

Christopher Scheepers – Sales Executive – The Pro Shop Corporate
082 592 9976

Nervana – Manager – The Pro Shop Corporate
084 700 8026

Thabo – Supervisor – The Pro Shop Corporate
079 406 8544