

QETELO MOKHELE

ENTRY-LEVEL APPLICANT | MEDTECH | ADMIN & STOCK SUPPORT

082 790 4664 | qetelotebza74@gmail.com

15 Christiaan Beyers Street, Westonaria, 1779

PROFESSIONAL PROFILE

Honest, reliable and hardworking Matric graduate who has completed a 12-month learnership and is now seeking an entry-level opportunity in the MedTech sector. Accurate with detail, careful with stock, records and information, and committed to following procedures. A fast learner who works well independently and in a team, communicates professionally in English and stays calm under pressure. Currently unemployed and available immediately, including evenings, weekends and public holidays.

KEY SKILLS

- Accuracy and attention to detail; honesty and integrity with stock and information
- Stock awareness: keeping products available and reducing damages and returns
- Neat, organised work: orderly records, tidy work areas, items kept in date order
- Willing to learn picking, packing and preparing items for dispatch
- Follows instructions, safety rules and company procedures
- Clear, professional communication (fluent English)
- Basic computer literacy: comfortable using computers and email
- Time management, punctuality and ability to meet deadlines
- Teamwork, dependability and a friendly, respectful manner

LEARNERSHIP / WORK EXPERIENCE

Online Learnership, Biscopius | 07/2024 – 06/2025

- Completed a 12-month structured online learnership programme
- Completed assigned tasks and assessments to the required standard
- Developed discipline, time management and the ability to work independently
- Built practical workplace skills and professional communication

EDUCATION

National Senior Certificate (Grade 12), 2020

Limehill High School, KwaZulu-Natal

PERSONAL DETAILS

- Languages: English (fluent), IsiZulu, Sesotho
- Availability: Immediate
- Flexibility: Evenings, weekends and public holidays
- Criminal record: None

REFERENCES

Katleho Molaoa – 060 582 6313

Puleng Mokhele – 071 905 7372