

Nomfundo Nqobile Myeni

Receptionist/Cashier/General Worker

0679685785 | nomfundomyeni500@gmail.com | Germiston/Roodekop, Gauteng

PROFESSIONAL SUMMARY

Dedicated and organised Receptionist / General Worker with 5 years experience in reception and administration and 3 years experience as Cashier / Shop Assistant at Sheet Street and other retail stores. Completed Business Administration N4 with strong computer literacy in MS Office, email and data capturing. Skilled in front desk management, handling switchboard, welcoming clients, cash handling, stock control, filing and customer service. Reliable, professional, punctual and able to work shifts and under pressure. Physically fit with excellent communication, teamwork and attention to detail. Looking to bring my admin, reception and retail experience to a Receptionist / Cashier / General Assistant role while continuing to develop in office administration and warehouse operations.

WORK EXPERIENCE

Receptionist

Solonel Construction, Kzn,Jozini

2015 – 2020

- Answering, screening and forwarding incoming phone calls on switchboard in a professional manner
- Greeting, welcoming and directing visitors and clients at reception
- Handling incoming and outgoing emails, correspondence and deliveries
- Performing data capturing, filing, photocopying, scanning and typing of documents
- Maintaining reception area neat, tidy and presentable at all times
- Ordering and controlling office stationery and supplies
- Providing administrative support to management and staff
- Handling customer enquiries, complaints and providing accurate information
- Operating office equipment and ensuring security procedures at reception are followed
- Proficient in MS Office: Word, Excel, Outlook, PowerPoint and Internet

Cashier/Shop Assistant

Sheet Street, Alberton City

2023 – 2025

- Handling cash, card and till transactions accurately and balancing till at end of shift
- Providing friendly customer service and assisting customers with enquiries
- Maintaining clean and organised checkout area and shop floor
- Stock replenishment, stock control, stock counting and merchandising
- Assisting with price marking, promotions and displays
- Handling customer complaints and returns professionally
- Following store procedures, safety and loss prevention policies
- Working as part of a team to meet sales targets

EDUCATION

Matric

Kwabamba High School

2012

Completed Matric

Business Administration

Pc Training&Business College

4 | 2013

Completed

Computer Literacy

Avuxeni Academy

4 | 2018

Completed

MATRIC RESULTS

- Isizulu Home language
- English FAL
- Life Orientation
- Life Science
- Mathematical Literacy
- Geography
- History

CORE SKILLS

- Reception & Front Desk Management
- Switchboard Operation
- Customer Service
- Cash Handling & Till Operation
- Cashier Duties & Balancing Till
- Computer Literacy - MS Word, Excel, Outlook, PowerPoint, Internet
- Data Capturing & Filing
- Typing & Document Management
- Stock Control & Merchandising
- Communication Skills - Excellent Verbal & Written
- Professional Telephone Etiquette
- Teamwork & Collaboration
- Attention to Detail
- Time Management & Punctuality
- Physically Fit & Hardworking
- Sales & Customer Assistance
- Workplace Safety & Housekeeping

LANGUAGES

Isizulu, English

REFERENCES

Zanele Yingwane

Supervisor(Sheet Street)

0783625884 | zaneleyingwane@gmail.com

Solomon

Manager(Solonel Construction)

0829622545 | Solomonconstructions@yahoo.com