

Xiluva Zelda Rivele

96 13th Avenue Edenvale 1609

0726292477/ 0787993194 | xzrivele@gmail.com

Personal Details

- **Driving Licence** : Code C1
- **Professional Summary** : I am a dedicated and customer focused retail professional working as an Assistant Cashier at Clicks Edenvale Pharmacy. Experienced in customer service, point of sale operations, merchandising, promotions and maintaining excellent store standards. Passionate about delivering exceptional customer experiences and building strong relationships with customers. Possesses strong communication, teamwork, and problem solving skills with the ability to work effectively in fast paced retail environments.

Education

- **University of Limpopo** 2017
Certificate in Computer Literacy
- **Ongedacht Secondary School** 2012
National Senior Certificate (Matric)
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Experience

- **Clicks Edenvale Pharmacy** September 2024 - June 2026
Store Assistant Cashier
 - Efficiently process customer purchases and payments at the point of sale.
 - Deliver excellent customer service in a professional and friendly manner.
 - Promote store promotions, loyalty programmes, and special offers to customers.
 - Maintain accuracy in cash handling and daily transactions.
 - Assisted customers with product information and general enquires.
 - Ensure merchandising displays and housekeeping standards are maintained.
 - Support store operations and contribute to achieving sales targets.
 - Maintain updated knowledge of products, promotions and store events.
- **Ongedacht Secondary School** November 2021 - August 2022
School Teaching Assistant
 - Assisted with teaching and tutoring Grade 9 Social Sciences learners.
 - Prepared classroom activities and learning materials.
 - Supported administrative duties and document preparation.
 - Assisted with revision sessions and extra classes.
- **Electoral Commission of South Africa (IEC)** Election Day Position -
Counting Officer
 - Assisted with coordination of vote counting processes.
 - Counted and reconciled ballot papers and election materials.
 - Supported accurate recording of election results.

Skills

- Customer Service Excellence
- Retail Sales Support
- Cash Handling and Point of Sale Operations
- Merchandising and Housekeeping
- Product Promotion and Upselling
- Communication Skills
- Teamwork and Collaboration
- Problem Solving
- Time Management

- Computer Literacy (Microsoft Word & Excel)
- Stock Presentation and Store Maintenance

Reference

- **Miss V Netshia - Clicks Edenvale Pharmacy**
Store Manager
011 451 9531/ 072 779 9223
- **Mrs Mulovhedzi A.S - Ongedacht Secondary School**
Principal
072 616 0284