

BONGINKOSI SABELO SKOMOLO

Katlehong, Gauteng, South Africa | 063 314 8009 | bs.skomolo@gmail.com

PROFESSIONAL PROFILE

Reliable and organised professional with experience in retail operations, merchandising, stock checking, product replenishment, customer service and record keeping. Comfortable following procedures, keeping work areas orderly, communicating with team members and completing daily tasks accurately under time pressure. Holds a Bachelor of Education degree and brings transferable skills in documentation, planning, attention to detail, safety awareness and problem solving. Seeking to contribute these strengths as a Warehouse Clerk in an airfreight environment while learning company-specific freight handling systems and requirements.

CORE SKILLS

- Stock checking, replenishment and product handling
- Receiving and organising stock and supplies
- Record keeping, documentation and data accuracy
- Following procedures and workplace instructions
- Workplace organisation and housekeeping
- Health, safety and risk awareness
- Customer service and verbal/written communication
- Microsoft Office and general computer literacy
- Planning, time management and prioritisation
- Teamwork, initiative and problem solving
- Attention to detail and working under pressure

PROFESSIONAL EXPERIENCE

UNILEVER — Merchandiser | May 2026 – Present

- Check product availability and support stock handling, replenishment and shelf organisation.
- Maintain neat product displays and follow merchandising instructions and store procedures.
- Monitor product presentation and communicate stock-related needs to store personnel.
- Plan daily tasks, work independently and complete responsibilities accurately and on time.
- Maintain professional communication with store staff and customers.

SHOPRITE CHECKERS (PTY) LTD — General Assistant | January 2023 – May 2025

- Supported daily store operations, including stock handling, merchandising and general operational duties.
- Helped maintain organised work areas and followed store standards and instructions.
- Assisted customers and responded to enquiries professionally.
- Worked with colleagues to complete tasks efficiently and support smooth store operations.

KUMALO PRIMARY SCHOOL — Educator Assistant | June 2025 – November 2025

- Maintained accurate attendance information and supported routine record keeping and administration.
- Organised learning materials and helped keep the working environment safe and orderly.
- Followed instructions, supported daily operations and communicated with colleagues.

PHUMULA GARDENS PRIMARY SCHOOL — Substitute Teacher | 11 August 2026 – 10 September 2026

- Maintained learner records and completed required documentation accurately.
- Planned daily activities, managed competing tasks and met deadlines.
- Communicated clearly with colleagues and management and followed established procedures.

KUMALO PRIMARY SCHOOL — Teaching Practice Student | June 2019 – June 2022

- Prepared learning resources, organised classroom materials and supported daily activities.
- Assisted with assessment records, lesson preparation and general administration.

EDUCATION

Bachelor of Education (Intermediate Phase) — University of South Africa (UNISA) | Completed 2024

Mpilisweni Secondary School — National Senior Certificate (Matric), Bachelor Pass | 2016

COMPUTER LITERACY

Microsoft Office and general computer applications. Willing to learn company-specific warehouse, freight and shipment documentation systems.

REFERENCES

Mrs Maboja — Head of Department, Kumalo Primary School | 082 657 5368

Lebohang Mudau — Manager, Shoprite Checkers (Pty) Ltd | 081 852 0414

Mr Masango — Mentor Teacher, Kumalo Primary School | 083 898 0527