

Lerato Nchabeleng

62257 Zone 17 SEBOKENG 1983

0663926624/0715770429 | nchblnglerato08@gmail.com

Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Experience

- **Moagisi Enterprise (PTY) LTD under JC Van Der Linder and Venter Projects. The Village in Hazelwood**
Housekeeper 15 January 2023 - 05 December 2023
 - Performed detailed Cleaning of Construction Sites, ensuring compliance with safety standards and increasing by 20%.
 - Removed hazardous materials and waste, contributing to safety working conditions.
 - Collaborated with team members to efficiently complete tasks, achieving project deadlines consistently.
- **Builders Warehouse in Silver Lakes** 21 December 2023 - 14 August 2025
Cashier/ Retail Assistant
 - Assisting customers with product inquiries, providing recommendations, and ensuring a positive shopping experience.
 - Maintaining cleanliness and organization of the retail area to enhance visual merchandising standards.
 - Stocking shelves, arranging displays, and monitoring inventory levels to ensure product availability.
 - Handling customer complaints and returns with professionalism and prompt resolution.
 - Collaborating with team members to achieve daily sales targets and overall store performance.
 - Monitoring stock levels and conducting regular inventory audits to minimize shrinkage and ensure product availability.
 - Assisting with daily cash handling procedures, including balancing cash drawers and preparing bank deposits in accordance with company policies.
 - Conducting regular price checks and updating labels to ensure accurate pricing throughout the store.
 - Assisting in the training of new retail staff to uphold high standards of customer service and store operations.
 - Providing exceptional customer service by greeting customers promptly and assisting with product location enquiries.
 - Managing end-of-day reconciliation of sales and accounting for discrepancies to ensure financial accuracy.

Education

- **Sedibeng Tvet College** 2021
Business Management
Nated 5
- **Sedibeng Tvet College** 2020
Business Management
Nated 4
- **New Arizona Communications & Training** 2019
ICT Office Administration
Certificate
- **New Arizona Communications & Training** 2019
ICT Office Plus
Certificate
- **Peter Nchabeleng Secondary School** 2011
Matric
Grade 12

Skills

- Hazard Control
- Clear Access Routes
- Waste Management
- Tool Organization
- Customers Service
- Retail Management
- Team Management
- POS System
- Stock Management
- Visual Merchandising

Reference

- **Mr Ezekiel Tebogo Shabangu - Moagisi Enterprise (PTY) LTD under JC Van Der Linder and Venter Projects. The Village, Hazelwood**
Founder
082 585 1632
- **Velna Seroka - Builders Warehouse, Silver Lakes**
Frontline Manager
velna.seroka@builders.co.za
071 091 9075/012 007 3300
- **Miss Thulile Mhlanga - Builders Warehouse, Silver Lakes**
Banking Clerk
thulile.mhlanga@builders.co.za
071 091 9075/012 007 3300

I hereby declare that this document is a true reproduction of the original which was examined by me and that I am not aware of any falsification of the original.
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SOUTH AFRICAN POLICE SERVICE	
ENQUIRIES	
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SEBOKENG	
SOUTH AFRICAN POLICE SERVICE	

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT N5

BUSINESS MANAGEMENT

AWARDED TO

NCHABELENG LERATO

IDENTITY NUMBER

9201081009081

WITH EFFECT FROM

2021-07-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

FINANCIAL ACCOUNTING N5

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N5

SALES MANAGEMENT N5

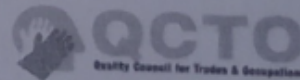
COMPUTER PRACTICE N5

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Examinations Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trade and Occupations



SERIAL NUMBER

H 11552238

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SOUTH AFRICAN	SERVICE

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
CERTIFICATE OF ACHIEVEMENT
N4

BUSINESS MANAGEMENT

AWARDED TO

NCHABELENG LERATO

IDENTITY NUMBER

9201081009081

WITH EFFECT FROM

2020-12-01

INSTRUCTIONAL OFFERINGS PASSED

* INDICATES DISTINCTION

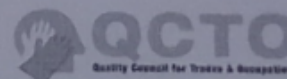
FINANCIAL ACCOUNTING N4
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
COMPUTER PRACTICE N4

52662193C

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Examination Officer

[Signature]
Director-General

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SERIAL NUMBER

H11456761



New Arizona
Communications & Training

SOUTH AFRICAN POLICE
 ENQUIRIES
 2026-08-27
 SEBOKENG

REG NO: 2007/206952/23
 Accreditation Number: ACC/2009/09/574

ICT Office Administration

This is to certify that :

NCHABELENG LERATO

ID NO. 920108 1009 08 1

Has attended and completed the following skills programs:

Unit Standard	ID	Credits
1. Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	117925	3
2. Use a Graphical User Interface (GUI)-based word processor to format documents	117924	5
3. Use a GUI-based word processor to enhance a document through the use of tables and columns	119078	5
4. Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	116937	4
5. Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	116943	3
6. Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	117923	5
7. Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	116930	5
8. Demonstrate an understanding of the principles of the internet and the world-wide-web	115391	3
9. Additional Skills Programs: (Typing & Keyboard Skills; Communication Skills; Business Documentation; File Management; Telephone Skills; CV Compilation; Interview & Job Searching)		

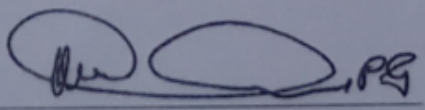


2019

Year Issued

Reference Number

FK2019 00119



MANAGING DIRECTOR

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 Signature: [Signature]
 Position: [Signature]



REG NO: 2007/206952/23

Accreditation Number: ACC/2009/09/574

SOUTH AFRICAN POLICE SERVICE
 2026 -08- 27
 SEBOKENG

ICT Office Plus

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7. Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	116930	5
8. Demonstrate an understanding of the principles of the internet and the world-wide-web	115391	3
9. Use a Graphical User Interface (GUI)-based database application to work with simple databases	116936	3
10. Additional Skills Programs: (Keyboard Skills; PC Operating System; Communication Skills; Microsoft Publisher)		



2019
 Year Issued
 Reference Number
 FK2019 0294

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SOUTH AFRICAN POLICE SERVICE
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SECURITY
SOUTH AFRICAN POLICE SERVICE

National Senior Certificate

Awarded to

Lerato Nchabeleng

Identity number 9201081009081

Subject	Achievement	
	%	level
Sepedi Home Language	60	5
English First Additional Language	56	4
Mathematical Literacy	48	3
Life Orientation	68	5
Accounting	41	3
Business Studies	56	4
Economics	30	2
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2011

M. S. LAKOMETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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Council for Quality Assurance in
General and Further Education and Training
South Africa

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(See reverse for more information)

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname
NCHABELENG
Names
LERATO
Sex
F
Nationality
RSA
Identity Number
9201081009081
Date of Birth
08 JAN 1992
Country of Birth
RSA
Status
CITIZEN


Signature
Lerato Nchabele

Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 90 11 90

Date of Issue:
11 SEP 2017


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SEBOKENG

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