

BOIPELO MADIMANE

0677023560 | Boipelomadimane963@gmail.com | Braamfischerville Phase 2, Soweto

PROFESSIONAL SUMMARY

A hardworking, reliable and motivated young professional who completed Grade 12 (Matric) at Forte Secondary School in 2025. I have practical workplace experience from working as a Packer at Frontline Hyper for two months, where I developed experience in working as part of a team, following instructions, handling routine tasks and maintaining a dependable work ethic. I am a quick learner with good communication and customer-service abilities and I am comfortable working in a busy environment where accuracy, responsibility and teamwork are important. I am eager to gain further experience, develop professionally and contribute positively to an organisation. I approach new responsibilities with a positive attitude and a willingness to learn.

CAREER OBJECTIVE

To obtain an opportunity in a professional working environment where I can use my communication, teamwork, time-management and problem-solving skills while gaining valuable experience. I am particularly interested in opportunities that will allow me to grow, learn new skills, provide quality service and take on increasing responsibility over time.

WORK EXPERIENCE

Frontline Hyper — Packer

Duration: 2 months

During my time at Frontline Hyper, I gained practical experience in a retail working environment and learned the importance of reliability, teamwork and completing duties efficiently.

- Assisted with packing and organising products in an efficient and orderly manner.
- Followed instructions from supervisors and completed assigned duties responsibly.
- Worked alongside colleagues and contributed to achieving daily workplace tasks.
- Maintained a professional attitude while working in a busy retail environment.
- Paid attention to the correct handling and organisation of products during assigned duties.
- Developed better time-management skills by completing tasks within expected working periods.
- Demonstrated willingness to learn workplace procedures and adapt to daily responsibilities.

EDUCATION

Forte Secondary School

Qualification: Grade 12 (Matric)

Year Completed: 2025

SUBJECTS STUDIED

English First Additional Language — Developed written and verbal communication skills, comprehension, reading and the ability to express ideas clearly and appropriately.

Setswana Home Language — Strengthened language, communication, reading, writing and comprehension abilities, including the ability to communicate effectively in a familiar language.

Mathematics — Developed numerical reasoning, calculation, logical thinking and problem-solving abilities. These skills support accuracy and practical decision-making in the workplace.

Physical Sciences — Introduced scientific thinking, problem-solving, observation and the ability to work with concepts involving physical processes and calculations.

Life Sciences — Developed knowledge of biological systems and scientific concepts while strengthening observation, understanding and analytical thinking.

Geography — Developed understanding of environments, spatial concepts, maps and the relationship between people and their surroundings, while building analytical and interpretation skills.

Business Studies — Introduced business principles, entrepreneurship, management, workplace practices and the operation of organisations. This subject also supported understanding of how businesses function and make decisions.

KEY SKILLS & COMPETENCIES

- **Communication:** Able to communicate respectfully and clearly with colleagues, supervisors and customers.
- **Teamwork:** Comfortable working with others and contributing toward shared workplace goals.
- **Customer Service:** Understands the importance of being polite, helpful, professional and respectful when dealing with customers.
- **Time Management:** Able to organise tasks and work toward completing responsibilities within expected timeframes.
- **Problem Solving:** Willing to assess situations, think carefully and find practical ways to complete tasks.
- **Reliability:** Takes responsibilities seriously and understands the importance of being dependable in the workplace.
- **Willingness to Learn:** Open to training, new procedures and opportunities to develop professionally.
- **Adaptability:** Able to adjust to new tasks, working environments and responsibilities.
- **Work Ethic:** Hardworking, committed and prepared to put effort into assigned responsibilities.
- **Attention to Detail:** Understands the importance of accuracy and orderly work when handling assigned duties.

PERSONAL ATTRIBUTES

- Honest and trustworthy
 - Respectful and professional
 - Positive attitude
 - Responsible and dependable
 - Fast learner
 - Self-motivated
 - Team-oriented
 - Willing to accept guidance and constructive feedback

ADDITIONAL CAREER STRENGTHS

My school subjects have helped me develop a combination of communication, numerical, analytical and business-related skills. My practical experience at Frontline Hyper has also helped me understand the importance of punctuality, teamwork, following instructions, professional conduct and completing responsibilities. I am prepared to continue learning and to develop these skills through further employment and training.

REFERENCES

Mr Leonel Modavhi

Teacher, Lucky Zwane

Cell: 0677609258

PERSONAL DETAILS

Name: Boipelo Madimane

Nationality: South African

Gender: Female

Address: Braamfischerville Phase 2, Soweto

Contact: 0677023560

Email: Boipelomadimane963@gmail.com

DECLARATION

I confirm that the information provided in this curriculum vitae is accurate to the best of my knowledge. I am willing to provide any additional information or documentation required during the application process.