

Nokuthaba Ruth Khoza

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PROFILE

Dedicated professional holding a Higher Certificate in Information Technology (2019), with experience in retail and customer service. Competent in administrative duties and data capturing, with strong attention to detail and a commitment to accuracy and reliability in the workplace.

WORK EXPERIENCE

Shop Assistant (Seasonal) — Ackermans

28 October 2020 – 28 January 2021

- Assisted customers on the shop floor, providing friendly and efficient service.
- Merchandised and restocked shelves to maintain a neat, well-presented store.
- Operated the till and processed customer transactions accurately.
- Worked effectively as part of a team during a high-volume seasonal trading period.

EDUCATION

Higher Certificate in Information Technology

Completed 2019

Matric — Diepsloot Combined School

Completed 2018

SKILLS

- Administrative support and office duties
- Data capturing and record management
- CRM software (HubSpot)
- Computer literacy (Microsoft Office, general IT competency)
- Customer service and interpersonal communication
- Cash handling and point-of-sale operations
- Teamwork and reliability under pressure
- Time management and adaptability