

MAHLODI ANGEL MOKIDIKITLA

Vosloorus, 1475 | 0712785005 |

mahlodiangel9@gmail.com

SUMMARY

Resourceful professional with experience in retail, fieldwork, and merchandising. Possesses strong customer assistance, problem-solving, and communication skills, honed through roles involving sales transactions, data collection, and inventory management. Proven ability to maintain store organization, implement promotional displays, leverage data analysis and digital marketing insights, and collaborate effectively with team members to achieve sales targets. Eager to leverage diverse background and dedication to drive success in a new role.

WORK EXPERIENCE

STORE ASSISTANT | Jet Store, Centurion September 2016 – February 2018

- Engaged customers, providing product information and processing sales transactions efficiently.
- Maintained impeccable store cleanliness and organization to enhance the shopping environment.
- Restocked merchandise and meticulously managed inventory accuracy to prevent stockouts.
- Processed customer returns and exchanges with a focus on customer satisfaction.
- Implemented eye-catching promotional displays to drive product interest and sales.
- Collaborated effectively with team members to elevate customer service standards and achieve sales targets.

FIELDWORKER | Statistics South Africa, Centurion February 2022 – April 2022

- Oversaw on-site operations to ensure smooth project execution.
- Executed comprehensive field surveys to gather critical data.
- Collected, organized, and performed preliminary data analysis meticulously for subsequent stakeholder reporting and analysis.
- Partnered with colleagues to guarantee efficient and safe achievement of project objectives.
- Conducted thorough inspections of sites and equipment.
- Maintained all field equipment to ensure operational readiness.

- Addressed and resolved any emerging issues promptly and effectively.
- Furnished detailed reports to stakeholders, outlining findings and project progress.

MERCHANDISER Smollan and Association, Centurion August 2022 – January 2023

- Managed product displays and inventory levels, ensuring optimal stock rotation and adherence to merchandising standards.
- Applied data analysis and evaluated sales data to identify market trends, optimize stock levels, and enhance product visibility, contributing to increased sales.
- Collaborated with team members to execute promotional strategies effectively.
- Maintained strong communication channels with suppliers to ensure timely stock replenishment and product availability.

EDUCATION

PUBLIC RELATIONS | University of South Africa, Gauteng July 2021 – 2024

- Developed advanced skills in strategic communication, media relations, and crisis management through the creation of comprehensive PR campaigns.
- Analysed target audiences and crafted compelling press materials, significantly enhancing storytelling capabilities.
- Gained practical experience via presentations and collaborative projects, effectively promoting organizational objectives.

COMPUTER END USER | Zakheni ICT, Centurion February 2016 – May 2016

- Attained proficiency in essential computer applications including word processing, spreadsheets, and presentation software.
- Developed foundational skills in troubleshooting common technical issues, operating system navigation, and effective internet resource utilization.
- Enhanced digital literacy and workplace productivity through efficient use of computer tools.

CERTIFICATIONS & TRAINING

- Google Ads – Google Skillshop Simplilearn September 2026
- Data Analysis & Spreadsheet Reporting – simplilearn- September 2026

SKILLS

- Core Competencies: Customer assistance, problem-solving, team collaboration, communication, prioritization, inventory management, merchandising.

- Technical Skills: Word processing, spreadsheets, presentation software, troubleshooting, data collection, data analysis (Excel, reporting, trend identification), Google Ads (campaign setup, performance tracking, ad optimization).

LANGUAGE

English (Fluent)

REFERENCES

Nelly Matema (Floor Manager, Jet Store) – 0870828830

Ramuya Rotondwa (Supervisor, Statistics South Africa) – 0646694443

Mr. Oupa (Field Manager, Smollan and Association) – 0716790248