

Matshoele Thabana

General Worker

📍 6649 Zone 12 Ext Sebokeng 1983 📞 0730518176 ✉ jameshabana@gmail.com 👤 Male 🏠 1991-07-03, Sebokeng Regional Hospital 👤 single
🌐 South African

Skills

Mobile Devices Repairer



hardware and software diagnosis and repairs

digital terrestrial television

Proficient



Summary

Motivated entry-level professional with diverse experience in operations, customer service, and compliance. Proven ability to manage inventory, ensure quality service, and maintain safety standards. Strong educational background in business management and computer literacy, complemented by certifications in entrepreneurship development. Eager to contribute to a dynamic team and grow within a challenging role.

Objective

To apply and grow my potential in an entry-level position.

Experience

Operator / Ladder Inspector

2020-06-14 — 2020-12-24

Lynca Meats

- Receiving, storing, assembling, packing and unpacking of goods.
- Ensuring goods are not damaged and that everything ordered is present and accounted for.
- Liaising with relevant trades regarding items required for the completion of tasks.
- Monitoring stock levels to decide if more should be ordered.
- Recording stock and tool receipts on the computer system for accurate inventory management.
- Ensuring safety and security of stock and enforcing Health and Safety rules.

Store Clerk

2020-12-24 — 2021-07-19

Lynca Meats

Betting Clerk & Compliance Officer

Hollyvwood Sport Betting

- Ensure quality customer service and carry out tasks as instructed by customers.
- Ensure customer orders are taken correctly.
- Ensure tills are stocked with enough till rolls.
- Report shortages in a timely manner.
- Prevent money laundering in the business.

Cashier / Crew Person

Burger King

- Taking customer orders and placing them correctly.
- Preparing customer ordered products adhering to health standards.

- Collecting stock from suppliers and ensuring received stock is packed in FIFO.

Machine Operator

2016-01-01

Indgro Outsourcing Pty (Ltd) and Kroonstad Premier Milling

Education

National Senior Certificate

2008

Residensia Secondary School

Subjects: English, Sesotho, Mathematics, Physical Science, Life Science, Geography, Life Orientation.

Models

2010

Vaai University of Technology

Subject: Mathematics, Science, Language Literacy, Computer Literacy, Numeric Literacy.

ITS TYME

2014

Junior Achievement South Africa

Subjects: Business Management, Market & Product Research, Financial Management and Control, Pricing & Cost Sales, Problem Solving and Decision Making.

Computer Literacy

2015

Bokamoso Youth Development Centre

Basic Computer

Sebokeng Youth Centre Sedibeng District Municipality, Emfuleni Local Municipality

Areas of learning: Microsoft Word, Excel, PowerPoint, Typing, Internet, Self-management, Problem Solving, Communication Skills, Job Preparation, Entrepreneurship Development.

Languages

Sesotho



Home Language

English



Excellent proficiency

Certifications

Entrepreneurship Development

National Youth Development Agency

Certificate awarded for attending Life Skills Course including Problem Solving, Communication Skills, and Job Preparation.

cellphone repairs and maintenance

Human capital learning solutions

Gauteng

PV green card

Northwest university

Gauteng

business management

Junior achievement South Africa

Gauteng

Unit for preparatory programme

Vaal university of technology

Computer literacy

Bokamoso skills development center

gauteng

business readiness

National youth development agency

gauteng

References**Sivumelwano Gomba**

Scale Operator

☎ 0735779109

Ntobeko Maphumolo

Cashier/ Crew Person (Burger King)

☎ 0843681558

Siyavuya Gomba

Team Leader

☎ 0733811714

Indgro Multi Service Group

☎ 0169329000

Lavender Mapaka

Manager

☎ 0737158169

Declaration

I declare that the information provided is accurate to the best of my knowledge.

MJ Thabana