SINDISIWE CYNTHIA KHUMALO

RETAIL | ADMINISTRATION | SALES

Mobile 076 723 1137	**Email** sindisiwecynthiaa@gmail.com
Address 64 Lindhorst Street, Kenilworth, Johannesburg, 2190	**Languages** English and IsiZulu
Nationality South African	**Availability** Immediately; willing to relocate

PROFESSIONAL SUMMARY

Customer-focused and dependable professional with practical experience in retail, butchery, sales and office administration. Completed a six-month Pick n Pay butchery learnership and gained 11 months of sales and administrative experience at Evolution Granite Tombstones. Skilled in assisting customers, preparing quotations and invoices, capturing information, maintaining records, supporting stock control and keeping work areas organised. Comfortable working in busy environments, learning new procedures and contributing as part of a team.

CORE COMPETENCIES

- Customer service and client relations
- Sales support and product enquiries
- Data capturing and record keeping
- Cash handling and basic bookkeeping
- Microsoft Word and Excel
- Food hygiene and workplace safety
- Retail operations and merchandising
- Administrative and clerical support
- Quotations, orders and invoicing
- Stock control, FIFO and stock rotation
- Filing and telephone communication
- Teamwork and time management

PROFESSIONAL EXPERIENCE

BUTCHERY ASSISTANT LEARNERSHIP | Pick n Pay – House of Boniwe | 01 October 2025 – 31 March 2026

- Assisted customers with product enquiries and purchases in a busy retail environment.
- Weighed, wrapped, labelled and priced meat products accurately.
- Replenished and merchandised stock, following FIFO stock-rotation procedures.
- Checked product quality and expiry dates and assisted with stocktaking.
- Maintained clean workstations and followed butchery hygiene and safety practices.

ADMIN & SALES ASSISTANT | Evolution Granite Tombstones | 01 April 2024 – 31 March 2025

- Welcomed customers, responded to product enquiries and supported daily sales activities.
- Prepared customer quotations, orders, invoices and receipts.
- Captured customer and order details and maintained accurate sales and bookkeeping records.
- Answered telephone calls, followed up on orders and provided after-sales assistance.
- Supported filing, general office administration and stock monitoring.

EDUCATION

National Senior Certificate (Matric) — Engqondweni High School | 2018

ADDITIONAL INFORMATION

Date of Birth: 10 August 1997 | Gender: Female | Driver's Licence: None
Criminal Record: None | Available to work shifts, weekends and public holidays; willing to relocate within South Africa.

REFERENCES

Mr Andre Pick n Pay Butchery Manager 034 326 1027	**Mr SL Makhathini** Evolution Granite Tombstones 082 457 0612