RENEILOE AGNES NOGA

HUMAN RESOURCE MANAGEMENT GRADUATE

0680005967 | agnesremeiloe@gmail.com

18180 Mbatha Street, Tsakane Ext 8 | linkedin.com/in/reneiloe-agnes-4b5227227

PROFESSIONAL PROFILE

Motivated and adaptable Human Resource Management graduate from Tshwane University of Technology (2025), with a strong interest in people management, employee development, recruitment, administration and workplace relations. Currently gaining practical workplace experience through a Cashbuild learnership, developing skills in customer service, communication, teamwork, stock handling and following company procedures. Recognised for leadership potential and appointed as a Team Leader among fellow learners at Cashbuild, demonstrating initiative, teamwork and the ability to guide and support others. Brings a professional attitude, willingness to learn, attention to detail and the ability to work cooperatively in a busy team environment. Seeking an opportunity to contribute in Human Resources, HR administration, general administration, customer service or retail operations.

EDUCATION & TERTIARY SUBJECTS

Tshwane University of Technology
Diploma in Human Resource Management · 2025

J.E Malepe Secondary School
National Senior Certificate · 2021

Relevant subjects: Labour Relations · Human Resource Development · Human Resource Management · Work Integrated Learning · Business Management

WORK EXPERIENCE

CASHBUILD | General Assistant Learner (Team Leader) — Learnership
Current · Store operations across departments

- Assisted customers across store departments, including building materials, hardware, tools, paint, plumbing, electrical, garden and outdoor products, helping them locate merchandise and referring specialised enquiries to appropriate staff.
- Assisted in the building materials area with handling, organising, loading and moving bricks, cement, timber and other materials, observing safe-handling practices and using required PPE.
- Replenished shelves, arranged merchandise, maintained displays, checked price labels and supported merchandising standards to keep products accessible and the sales floor organised.
- Helped receive supplier deliveries, check goods and quantities against delivery documents as directed, identify damaged or discrepant items, label stock where needed and move goods to designated areas.
- Supported stock control and PIC activities through cycle counts, stock checks and stock-take preparation; reported stock variances, damaged goods and label or pricing issues to supervisors.
- Provided front-end and cashier support when assigned, assisting with customer transactions and following store payment and service procedures.
- Helped direct customer returns and queries in accordance with store procedures and referred matters requiring approval to authorised staff.
- Maintained cleanliness, housekeeping and safety standards in aisles, sales areas, receiving areas and stockrooms; followed workplace procedures and communicated safety concerns.
- Worked with supervisors and colleagues across departments to meet daily operational needs, supported fellow learners as Team Leader and demonstrated initiative, reliability and teamwork.

PIC SUPPORT — Perpetual Inventory Controller

Stock accuracy, inventory checks and reporting

- Assisted with physical cycle counts according to the store counting schedule and procedures.
- Compared physical quantities with system stock-on-hand information and reported possible differences to supervisors.
- Helped identify and report stock variances, damaged goods, incorrect labels, SKU details and pricing issues for follow-up.
- Supported mini stock-takes and preparation for larger stock counts; kept stock-count records organised and accurate.
- Followed instructions for stock adjustments and referred discrepancies to authorised management.

GRS SUPPORT — Goods Receiving Supervisor

Goods receiving, delivery checks and stock distribution

- Assisted with receiving deliveries and checking items and quantities against delivery notes, invoices or purchase-order information as directed.
- Flagged shortages, excess quantities, damaged goods and delivery discrepancies for supervisor investigation.
- Organised receiving documentation, helped record goods received and checked product labels where required.
- Moved received stock to designated store or merchandising areas and maintained tidy, safe receiving and stockroom areas.
- Supported end-controller checks as instructed and raised issues with the appropriate supervisor.

HR & PROFESSIONAL SKILLS

- Human Resource Management knowledge
- Recruitment and selection fundamentals
- Employee relations fundamentals
- HR administration and organisation
- Communication and customer service
- Teamwork and collaboration
- Time management and reliability
- Attention to detail and accuracy
- Problem-solving and adaptability
- Confidentiality and professionalism
- Stock control awareness
- Workplace health and safety awareness

CAREER INTERESTS

Human Resources · HR Administration · Recruitment · Employee Relations · Training & Development · Talent Management · Payroll Administration · General Administration

REFERENCES

Tlokotsi Morenne | Contact: 011 968 0385