



# Unathi Lutshiti

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

My areas of interest are:

Clothing Store Manager, Department Manager, Trainee Manager, Office Admin, Receiving Manager and Administrative Assistant.

My positive points are :

Willingness to learn

Excellent team player

Work very well on my own

Fast Learner

Hard worker

Good Communication skills in English and Xhosa

Good Administration skills

Customer service – have good customer service

Preferred occupation

**Retail manager**  
Retail, store jobs

**Government jobs**  
Government jobs

**Administrators**  
Administrative jobs

**Store Manager**  
Retail, store jobs

Preferred work location

**Cape Town**  
Western Cape

**Northern Suburbs**  
Western Cape

## Contacts and general information about me

Day of birth 1988-05-10 (36 years old)

Gender Male

Residential location Cape Town  
Western Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period	<b>nuo 2018.01 iki dabar</b>
Company name	Pick n Pay
You were working at:	Retail manager
Occupation	Clothing Manager
What you did at this job position?	Customer Journey: • Customer centric approach • Ensuring customer service standards are rigorously applied • Attending to all customer service requests, advertising on product and services. • Ensure that VM standards are adhered to and execution of all plans and promotions. People Management: (Assist Store Manager with functions) • Manage all people related aspects on an ongoing basis for staff. • Able to deal with employee shortcomings if/when needed. • Assist with recruitment on a store level according to company policy and procedures. • Assist with Identify training and Development initiatives for employees. • Assist with performance management - focus on talent management and succession planning. • Able to lead and manage a team of employees. • Assist with identify training initiatives and develop staff accordingly. Daily Operations/Stock Management/Risk Management: • Conducting administration (staff scheduling & leave, pricing head office instructions etc) per company standards and procedures • Ensuring merchandise is merchandised & displayed per company policy • Monitoring quality and controlling soilage of merchandise and taking appropriate action • Controlling shrinkage • Ensure that OHS standards are adhered to at all times Sales/Promotions: • Promoting sales to achieve budgets and monitoring sales, turnover and participation. • Conducting promotions • Implementation of markdowns and RTC's

## Education

Educational period	<b>nuo 2006.01 iki 2006.12</b>
Degree	Grade 12 / Matric
Educational institution	Gugulethu Comprehensive High
Educational qualification	Grade 12

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

## Computer knowledge

Microsoft windows 7, Microsoft Excel, Microsoft PowerPoint, Microsoft Office, Internet and Email, Pastel, QuickBooks

## Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-12-00 (3 years)
Salary you wish	R20000.00 R per month
How much do you earn now	R17000.00 R per month