



Xolela Sipendu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Store Manager

Sales representative

Area supervisor

Brand Ambassador

My Name is Xolela Sipendu. I am a very passionate retail practitioner with a strong learning mentality and fast learner traits and willing to grow and also more productive to the organization.

I have done management training with seta under Boxer Super Store and deemed competent in all areas that have everything to do with operation on the wholesale and Retail operation and I have my NQF LEVEL 4 certificate. I am currently looking for a role within retail environment as have completed my NQF LEVEL 4 program exceptionally well.

To hiring manager and recruitment agencies, please take a look at my resume or CV and certificate and should you have available Vacancies please consider me.

I hope to hear from you soon and by grace join your team and value that is already established.

Xolela Sipendu

Preferred occupation

Store Manager
Retail, store jobs

Sales representative
Sales jobs

Warehouse Manager
Retail, store jobs

Preferred work location

East London
Eastern Cape

Contacts and general information about me

Day of birth 1983-10-22 (41 years old)

Gender Male

Residential location East London
Eastern 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 **nuo 2003.10 iki 2004.10**

Company name Score super market

You were working at: Pickers, packers

Occupation General worker

What you did at this job position? Greet and direct customers Provide accurate information (e.g. product features, pricing and after-sales services) Answer customers' questions about specific products/services Conduct price and feature comparisons to facilitate purchasing Cross-sell products Ensure racks are fully stocked Manage returns of merchandise Clean assigned areas of the store; ensure merchandise is properly displayed Inform customers about discounts and special offers Provide customer feedback to the Store Manager Stay up-to-date with new products/services

Working period **nuo 2004.03 iki 2010.02**

Company name Boxer super store

You were working at: Restaurant managers

Occupation Food and beverage Manager/Deli manager

What you did at this job position? Responsible was for overall operation for the restaurant, food and beverage managers hire staff, purchase food and stock, make sure everyone is trained on proper food preparation, proper and legal.

Working period **nuo 2010.02 iki 2014.03**

Company name Boxer super store

You were working at: Supervisor

Occupation Liquor controller

What you did at this job position? Liquor Store Managers work in establishment selling alcoholic beverages and handle areas such as sales, staff, and customer service. Common duties listed on a Liquor Store Manager resume are supervising operations, enforcing proper procedures, assisting customers, hiring and training employees, and ensuring the store's cleanliness. Successful resume samples for the job showcase skills such as leadership, sales expertise, customer service, flexibility, resilience, organization and computer literacy.

Working period **nuo 2014.02 iki 2016.10**

Company name BOXER SUPER STORE

You were working at: Shop manager

Occupation Assistant store manager

What you did at this job position? Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service At boxer I was using system call BOM SYSTEM. And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.

Working period **nuo 2018.02 iki 2020.09**

Company name Massmart holding Rhino Cash n carry

You were working at: Managers

Occupation Assistant store manager

What you did at this job position? Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service At boxer I was using system call BOM SYSTEM. And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.

Working period **nuo 2021.03 iki 2023.01**

Company name Massmart holding Rhino Cash n carry

You were working at: Store Manager

Occupation Senior store manager

What you did at this job position? Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service At boxer I was using system call BOM SYSTEM. And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.

Working period **nuo 2023.01 iki 2023.07**

Company name Shoprite group

You were working at: Retail manager

Occupation Store Manager

What you did at this job position? Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service At boxer I was using system call BOM SYSTEM. And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.

Education

Educational period **nuo 2002.01 iki 2002.11**

Degree Grade 12 / Matric

Educational institution Ngcinubuzwe high school

Educational qualification Matric

Educational period **nuo 2007.05 iki 2007.11**

Degree Certificate

Educational institution Computer Literacy school

Educational qualification Computer Literacy

Educational period **nuo 2015.03 iki 2018.02**

Degree Certificate

Educational institution Seta institute

Educational qualification Wholesale and Retail supervisor operation

I could work Manager

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| isiXhosa | fluent | very good | very good |
| isiZulu | good | basic | basic |
| Sesotho | basic | basic | basic |
| Afrikaans | do not know | basic | do not know |
| English | fluent | very good | very good |

Computer knowledge

: INTRODUCTION SKILLS
 : MS EXCELL [LOTUS 123]
 : MS ACCESS 2003
 : MS POWER POINT 2003
 ; MS PUBLISHER 2003
 ; MS WORD 2003
 ; INTERNET AND EMAIL
 ; ALSO A COMPUTER COMPETENT

**COMPUTER LITERACY
 Recommendations**

Contact person KHOLEKA TEMBANI
 Occupation Sales manager
 Company Shoprite group
 Telephone number 0737941234

Contact person Cameron whittle
 Occupation Regional manager
 Company Spar
 Telephone number 0722391077

Additional information

Your hobbies WATCHING TELEVISION
 READING AMAGAZINES
 LISTENING MUSIC AND COOK
 PLAYING GAMES
 SELF EVALUATION
 HARDWORKER EVALUATION
 SELF MOTIVATION
 ACHIEVER

Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2019-07-00 (5 years)
 Salary you wish 15000.00 R per month
 How much do you earn now 15000.00 R per month