

# Rosinah Selloane Makhuzeni

Curriculum Vitae (CV)

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

I am writing to apply for the position of trainee manager in your store, with my knowledge, training and experience in administrative duties, advertising and account management. I am confident that I will be an asset to your team.

My background includes working with several prestigious organizations including Discovery Technology System, Star FM Community Radio Station and Ellerines Holdings where I undertook various roles that equipped me with the skills needed for this role. At star FM I direct a marketing campaign to increase demand for products and services and at Ellerines Holdings I assisted with the clerical duties including appointments, scheduling and organizing, Furthermore I served as the Back admin manager at shoprite I was responsible for managing stock, ensuring timely deliveries, and supervising staff.

My Exellent communication skills, analytical abilities and sharp attention to detail are crucial to perform this role. I am an expert in Microsoft Office and have a deep understanding of computer systems. I am confident in my ability to support operations and collaborate efficiently within your organization. I am passionate about maintaining great relationships with clients ensuring accuracy punctuality and organization at all times.

I am excited to learn more about this opportunity and showcase my skills My references, wich have been included in my CV are available upon request. thank you for reviewing my application, and I look forward to hearing from you soon.

Rosinah Selloane Makhuzeni

Preferred occupation Retail, store jobs

Preferred work location West Rand
Gauteng

#### Contacts and general information about me

Day of birth 1987-09-28 (37 years old)

Gender Female

Residential location West Rand

Gauteng

**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 2018.03 iki 2023.05

Company name Shoprite

You were working at: Store Manager

Occupation Back admin manager

What you did at this job position? I was responsible for managing stock, ensuring timely

deliveries, and supervising staff

#### **Education**

Educational period **nuo 2001.01 iki 2006.12** 

Degree Grade 12 / Matric

Educational institution Thuto thebe secondary school

Educational qualification Grade 12

I could work Under pressure

# Languages

Language Speaking level Understanding level Writing level

English fluent very good fluent
Afrikaans basic good basic

#### Computer knowledge

Technology savvy, computer skills such as a Microsoft Word, Excel, Windows and internet

Analytical, communication & sales

# Recommendations

Contact person Nontobeko Nake
Occupation Receiving clerk

Company Shoprite

Telephone number 0726147723

### **Additional information**

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2021-10-00 (3 years)
Salary you wish 15.000 R per month