

Mateleki Mokoena

Cape Town, Western Cape 1416

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I am a hard-working young person that is very reliable and works well in a team. I am very energetic and deliver a positive vibe towards the people around me.

I like to work with different tasks daily to develop my skills in various areas.

I have an orderly approach to working and an eagerness to learn and develop personal skills in a practical setting.

I am good at adapting to different environments, I can speak Very good English, IsiZulu and also Sesotho.

Work Experience

Local community church (Volunteer work)

Change Bible Church - Katilehong, Gauteng

2015 to Present

I have helped in a church called CBC (Change Bible Church).

Duties included:

- sales assistant- selling edible products to fundraise for a homeless people charity, also for church to be able to provide assistants for local community
- Working at a waiter for various events that occur within the church
- Working as a Sunday school teacher and a teacher's assistant
- Worked as a usher to escort people to seats

Merchandiser

365onpoint - Boksburg, Gauteng

December 2022 to April 2023

Duties included:

- Stocking shelves,
- General sorting
- organisation of paperwork ensuring correct stock and weight of each of the customers items.

cleaner

Jonson Matthey - Germiston, Gauteng

June 2021 to February 2022

Duties included:

- Cleaning
- general sorting
- restocking.

Education

College in Supply chain management

Oxbridge Academy - Cape Town, Western Cape

July 2022 to Present

Senior Certificate in English

Alafang secondary school - Katlehong, Gauteng

January 2011 to December 2016

Skills

- Advanced problem solving and numeracy skills
- I have great communication skills, verbal.
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project
- Flexibility, whilst maintaining enthusiasm and commitment to each project
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Ability to lead a team and to keep it motivated
- Fast learner and Keen learner.