CURRICULUM VITAE

PERSONAL DETAILS

Full names:	Thandi Nkosi
Address:	Umlazi, Durban
Cell no:	071 555 0192
Email:	thandi.nkosi@example.co.za
Nationality:	South African
Languages:	English, isiZulu (read, write and speak)

CAREER OBJECTIVE

I am a hard working and honest person who is looking for a oppertunity to grow in a company where i can use my skills. I am a team player and I work well under preassure and I am willing to learn.

WORK EXPERIENCE

Coastline Fashion Retail (Bayside Mall, Durban)
Position: Sales Consultant Sept 2023 - current

Duties:

- Helping customers on the floor
- Working on till
- Doing stock take every month
- merchandising and making sure store is neat
- Responsible for opening and closing the store when the manager is off
- Training new staff (I trained 3 new consultants)
- Handling lay-byes and returns
- Selling store cards to customers
- Got employee of the month two times in 2024

Sunrise Value Stores, Pinetown
Cashier / Sales Assistant 11/2022 to Aug 23

- Cashier duties
- Packing shelfs and recieving stock from the truck
- Assisting customers
- cashing up at end of shift, my till was always balanced

EDUCATION

Matric (Grade 12) - 2019
Ridgeview Secondary School, Umlazi
Subjects: English, isiZulu, Maths Lit, Business Studies, Life Orientation, Geography, Tourism

Certificate in Retail Sales and Customer Service (3 months), Coastal Skills Academy Durban, 2022

SKILLS

Computer literate (MS Word, Excel), Good communication skills, Customer service, Cash handling, Team player

HOBBIES

Reading, singing in church choir, netball

REFERENCES

Available on request

Sample for illustration. Thandi Nkosi is a fictional person; all names and details are invented.