

Nomsa Dlamini

Johannesburg, Gauteng

[Cell number] · nomsa.dlamini@email.com

LinkedIn: linkedin.com/in/nomsadlamini

PERSONAL PROFILE

Friendly, reliable matric graduate seeking an entry-level position in retail or admin. Strong communication skills, comfortable helping customers, and confident using WhatsApp, email and Microsoft Word. Available immediately and willing to work weekends.

KEY SKILLS

- Customer service (in person and on the phone)
- Basic cash handling (helped with stokvel and event payments)
- Computer basics: MS Word, email, typing, scanning and printing
- Stock packing, counting and keeping shelves neat
- Timekeeping and teamwork

EDUCATION

National Senior Certificate (Matric) – Thuto Secondary School, Johannesburg, 2024

Subjects: English HL, isiZulu FAL, Mathematical Literacy, Life Orientation, Business Studies, Economics, Geography

WORK EXPOSURE AND VOLUNTEERING

Volunteer – Community Food Drive, Johannesburg

Jun 2024

- Sorted and packed parcels, checked lists and helped manage queues.
- Spoke to community members respectfully and reported problems to organisers.

Casual helper – Family spaza shop (weekends), Johannesburg

2023 – 2024

- Helped with stock packing, pricing, cleaning and greeting customers.
- Kept a simple notebook of items running low to help with restocking.

ACHIEVEMENTS

- Class monitor (2023): helped teachers with admin and communication.
- Netball team (2022 – 2024): attended practices and matches consistently.

LANGUAGES

English, isiZulu

REFERENCES

Available on request.