

ASANDA THEODORA MAPIPA

51 Umbrella Street, Greenfields, Eden Park, Alberton, 1458

04/July/1998

0684768686

asandamapipa23@gmail.com

Local Government Manager

PROFESSIONAL SUMMARY

Ethical and detailed-oriented with Advanced Certificate in Local Governance and Management and practical experience in stock monitoring and customer service. Demonstrates strong organizational skills, accuracy, and strict adherence to procedures, Committed to maintaining confidentiality and supporting efficient record management in line with Batho Pele principles and public services standards.

EDUCATION

Advanced Certificate in Local Governance and Management (NQF Level 6)

University of Johannesburg | 2023–2024

Higher Certificate in Local Governance and Management (NQF Level 5)

University of Johannesburg | 2022–2023

Higher Certificate in Human Resources and Management (NQF Level 5)

IIE Rosebank College | 2021–2022

National Senior Certificate (Grade 12)

Eden Ridge High School | 2017

EXPERIENCE

Checkers- fruit & Veg Department Assistant

2019-2020

- Recorded and monitored stock counts levels to maintain accurate inventory control
- Conducted daily stock counts and ensured proper documentation of shortages and damaged items.
- Maintained organized stock arrangement according to company procedures.
- Assisted customers professionally and handled queries efficiently.
- Ensured compliance with health, safety and operational policies.
- Worked effectively under pressure during peak trading periods while maintaining accuracy.

CORE COMPETENCIES

- Records and document management
- Filing and tracking systems
- Policy and procedure compliance
- Batho Pele principles application
- Administrative support
- Accurate data capturing
- Confidentiality and ethical conduct
- Time management and organization
- Customer service excellence

COMPUTER SKILLS

- Microsoft word
- Microsoft excel
- Microsoft outlook
- Data capturing

LANGUAGES

- English
- IsiXhosa
- IsiZulu
- Sesotho

REFERENCES

Thozama Jwambi 0678552361