

# **NCEDO ITUMELENG DELLIGENT MASHIGO**

Phone: 072 462 5684 / 064 142 7279 | Email: ncedokuhle63@gmail.com

Location: Kabokweni, Mbombela | Driver's Licence: Code B | Nationality: South African

## **PROFESSIONAL SUMMARY**

Motivated and dependable professional with experience in retail sales, operations support, customer service, and basic technical roles. Strong ability to follow procedures, meet targets, maintain clean and safe work environments, and work effectively in team-based settings. Quick learner with strong work ethic and adaptability.

## **CORE SKILLS**

Customer Service and Communication  
Retail Sales and POS Operations  
Stock Receiving, Packing, and Merchandising  
Time Management and Reliability  
Operational and Administrative Support  
Safety Awareness and Compliance  
Basic Computer Literacy (Microsoft Office)  
Teamwork and Problem Solving

## **WORK EXPERIENCE**

Sales Consultant – Truworths (June 2025 – Present)

- Assist customers with product selection and provide professional service.
- Process sales transactions accurately using POS systems.
- Maintain store cleanliness and visual merchandising standards.
- Receive, unpack, and organise stock efficiently.
- Support team operations and meet sales targets.
- Adhere to loss prevention and security procedures.

Educator Assistant – Buhle Primary School (May 2023 – September 2023)

- Assisted teachers with classroom organisation and daily activities.
- Performed administrative duties including photocopying and capturing marks.
- Supervised learners to ensure safety, discipline, and order.

Junior Project Manager (Volunteer) – Benze Construction (January 2021 – January 2022)

- Assisted with site operations and safety compliance.
- Maintained project files, records, and tender documentation.
- Supported supervision of electricians and site coordination.
- Ensured adherence to workplace safety standards.

Electrician Technician Trainee – BOBE Tech Engineering (November 2017 – November 2018)

- Performed basic electrical installations and maintenance tasks.

- Assisted with fault-finding and technical reporting.
- Supported senior technicians while following safety procedures.

## **EDUCATION**

National Certificate: Electrical Engineering – White River Technical College (2024)  
National Diploma: Electrical Engineering – Tshwane University of Technology (2014 – 2019)  
Matric (Grade 12) – Khutsalani High School (2011)

## **CERTIFICATES**

Mobile Digital Literacy – NeMISA (2022)  
Introduction to Digital Entrepreneurship – NeMISA (2022)  
Basic Electrical Drawings and Test Equipment – Alison (2023)  
Introduction to Microsoft Office – Alison (2023)

## **REFERENCES**

Emily Mashego – Truworths | 087 757 0443  
Bernard Ngwenyama – Benze Construction | 079 965 0234  
Promise Mashaba – BOBE Tech Engineering | 072 275 2785  
Selby Maphanga – Buhle Primary School | 013 796 0031