



Xolela Sipendu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Store Manager

Sales representative

Area supervisor

Brand Ambassador

My Name is Xolela Sipendu. I am a very passionate retail practitioner with a strong learning mentality and fast learner traits and willing to grow and also more productive to the organization.

I have done management training with seta under Boxer Super Store and deemed competent in all areas that have everything to do with operation on the wholesale and Retail operation and I have my NQF LEVEL 4 certificate. I am currently looking for a role within retail environment as have completed my NQF LEVEL 4 program exceptionally well.

To hiring manager and recruitment agencies, please take a look at my resume or CV and certificate and should you have available Vacancies please consider me.

I hope to hear from you soon and by grace join your team and value that is already established.

Xolela Sipendu

Preferred occupation

Store Manager

Retail, store jobs

Sales representative

Sales jobs

Warehouse Manager

Retail, store jobs

Preferred work location

East London

Eastern Cape

Contacts and general information about me

Day of birth

1983-10-22 (40 years old)

Gender

Male

Residential location

East London

Eastern Cape

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period

nuo 2003.10 iki 2004.10

Company name

Score super market

You were working at:

Pickers, packers

Occupation

General worker

What you did at this job position?

Greet and direct customers Provide accurate information (e.g. product features, pricing and after-sales services) Answer customers' questions about specific products/services Conduct price and feature comparisons to facilitate purchasing Cross-sell products Ensure racks are fully stocked Manage returns of merchandise Clean assigned areas of the store; ensure merchandise is properly displayed Inform customers about discounts and special offers Provide customer feedback to the Store Manager Stay up-to-date with new products/services

Working period

nuo 2004.03 iki 2010.02

Company name

Boxer super store

You were working at:

Restaurant managers

Occupation

Food and beverage Manager/Deli manager

What you did at this job position?

□ Responsible was for overall operation for the restaurant, food and beverage managers hire staff, purchase food and stock, make sure everyone is trained on proper food preparation, proper and legal.

Working period

nuo 2010.02 iki 2014.03

Company name

Boxer super store

You were working at:

Supervisor

Occupation

Liquor controller

What you did at this job position?

□ Liquor Store Managers work in establishment selling alcoholic beverages and handle areas such as sales, staff, and customer service. Common duties listed on a Liquor Store Manager resume are supervising operations, enforcing proper procedures, assisting customers, hiring and training employees, and ensuring the store's cleanliness. Successful resume samples for the job showcase skills such as leadership, sales expertise, customer service, flexibility, resilience, organization and computer literacy.

Working period **nuo 2014.02 iki 2016.10**

Company name BOXER SUPER STORE

You were working at: Shop manager

Occupation Assistant store manager

What you did at this job position? ☐ Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service ☐ At boxer I was using system call BOM SYSTEM. ☐ And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.

Working period **nuo 2018.02 iki 2020.09**

Company name Massmart holding Rhino Cash n carry

You were working at: Managers

Occupation Assistant store manager

What you did at this job position? ☐ Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service ☐ At boxer I was using system call BOM SYSTEM. ☐ And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.

Working period **nuo 2021.03 iki 2023.01**

Company name Massmart holding Rhino Cash n carry

You were working at: Store Manager

Occupation Senior store manager

What you did at this job position? ☐ Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service ☐ At boxer I was using system call BOM SYSTEM. ☐ And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.

Working period	nuo 2023.01 iki 2023.07
Company name	Shoprite group
You were working at:	Retail manager
Occupation	Store Manager
What you did at this job position?	<p>□ Ensure that prescribed managerial policy is carried out and adhered to Operational efficiency in the following areas are effectively promoted: Administration, Staffing, Sales performance, Expense management, Stock Management, Cashier/Cash reconciliation, Goods receiving, Shrinkage, Service levels, Maximise profitability of the company through effective management of people and available resources. Ensure that assets and income are safeguarded and protected, Customer Service □ At boxer I was using system call BOM SYSTEM. □ And also reliever as the Branch Manager for the month at boxer super store in Matatiele performing the duties of being a branch manager.</p>

Education

Educational period	nuo 2002.01 iki 2002.11
Degree	Grade 12 / Matric
Educational institution	Ngcinubuzwe high school
Educational qualification	Matric
Educational period	nuo 2007.05 iki 2007.11
Degree	Certificate
Educational institution	Computer Literacy school
Educational qualification	Computer Literacy
Educational period	nuo 2015.03 iki 2018.02
Degree	Certificate
Educational institution	Seta institute
Educational qualification	Wholesale and Retail supervisor operation
I could work	Manager

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	very good	very good
isiZulu	good	basic	basic
Sesotho	basic	basic	basic
Afrikaans	do not know	basic	do not know
English	fluent	very good	very good

Computer knowledge

: INTRODUCTION SKILLS
 : MS EXCELL [LOTUS 123]
 : MS ACCESS 2003
 : MS POWER POINT 2003
 ; MS PUBLISHER 2003
 ; MS WORD 2003
 ; INTERNET AND EMAIL
 ; ALSO A COMPUTER COMPETENT

COMPUTER LITERACY **Recommendations**

Contact person	KHOLEKA TEMBANI
Occupation	Sales manager
Company	Shoprite group
Telephone number	0737941234
Contact person	Cameron whittle
Occupation	Regional manager
Company	Spar
Telephone number	0722391077

Additional information

Your hobbies	<input type="checkbox"/> WATCHING TELEVISION <input type="checkbox"/> READING AMAGAZINES <input type="checkbox"/> LISTENING MUSIC AND COOK <input type="checkbox"/> PLAYING GAMES SELF EVALUATION <input type="checkbox"/> HARDWORKER EVALUATION <input type="checkbox"/> SELF MOTIVATION <input type="checkbox"/> ACHIEVER
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-07-00 (4 years)
Salary you wish	15000.00 R per month
How much do you earn now	15000.00 R per month