

## HLEKETANI MANGHEZI

**Location:** 178 Skylab, Tlamlama, Tembisa, Gauteng | **Phone:** 072 212 5727 / 081 541 4607

**Email:** Hleketani9907@gmail.com | **ID Number:** 9907285506082

### PROFESSIONAL SUMMARY

Seeking a challenging and fast-paced role where I can leverage my skills and experience to make a significant impact. Eager to contribute to an organization that values continuous learning and growth.

### TECHNICAL SKILLS

- **Software:** Microsoft Office Suite (Excel, Word, Outlook), Microsoft Visio.
- **Operations:** Stock Picking, Inventory Control, Warehouse Safety.
- **Soft Skills:** Clear Communication, Problem Solving, Fast Learner.

### PROFESSIONAL EXPERIENCE

**Educational Assistant** | Dumani Lower Primary School | *Feb 2023 – Sep 2023*

- Assisted teaching staff with classroom administration and learner support.
- Maintained an organized learning environment for primary learners.

**Stock Picker / General Worker** | Isilumko Agency | *Oct 2021 – Dec 2021*

- Managed stock picking and inventory tasks in a high-pressure warehouse environment.
- Ensured order accuracy and met daily production targets.

**Quick Food Service Assistant** | Chisa-nyama | *July 2020 – Dec 2020*

- Provided fast and friendly customer service in a high-volume environment
- Prepared beverages and quick service food while maintaining hygiene standards

### EDUCATION

- **Diploma in Information Technology** | Rosebank College
- **National Senior Certificate (NSC)** | Rotterdam Secondary School

### LANGUAGES

- **Xitsonga:** Advanced | **English:** Intermediate | **Sepedi:** Basic

### REFERENCES

- **Principal**, Dumani Lower Primary: 076 211 1005 | Dumanilowerprimarieschool@gmail.com
- **Employer**, TQM Consulting: 066 191 6360

