

# **KHODANI EDMON MBODI**

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## **Career objectives**

Results-oriented Administrative Professional with 4 years of experience and 3 years as a Team Leader, bringing proven expertise in office operations management and leading high-performing teams. Skilled in streamlining administrative processes, coordinating projects, and enhancing organizational efficiency while fostering a collaborative and motivated work environment. Demonstrates strong problem solving, decision-making, and stakeholder communication abilities, with a consistent commitment to delivering quality results and supporting business objectives. Proficient in office management systems, digital tools, and workflow optimization, combining operational excellence with effective leadership to drive team performance and organizational success.

## **Work Experience**

### **Takealot TDT**

#### **TeamLeader**

**(Aug:2023-Aug:2025)**

- Monitor team performance and ensure adherence to KPIs/SLAs. Conduct regular performance evaluations and provide constructive feedback.
- Identify areas for improvement and create action plans. Provide coaching, guidance, and support to new and existing team members.
- Identify training needs and help develop skills and competencies. Share best practices and encourage continuous learning Handle issues that arise in daily operations and provide solutions promptly.
- Escalate critical problems when necessary and coordinate resolution. Make decisions that support team objectives and organizational goals promote a culture of respect, inclusion, and well-being.
- Monitor work output to ensure accuracy and compliance with company standards. Implement quality controls and corrective actions as needed. Supervise warehouse staff during receiving, picking, packing, loading, and dispatch.
- Ensure daily workflows are completed accurately. Allocate tasks based on workload and team strengths. Communicate updates, changes, policies, and expectations clearly.
- Facilitate team meetings, encourage open communication Handle issues that arise in daily operations and provide solutions promptly.
- Escalate critical problems when necessary and coordinate resolution. Make decisions that support team objectives and organizational goals.
- Guide and motivate team members to achieve goals and meet performance targets. Set clear expectations and provide direction on tasks and priorities.
- Foster a positive, productive, and collaborative team environment train and coach team members on warehouse processes and equipment use.

### **Takealot Group**

#### **Clerk**

**(Oct:2020-Aug:2023)**

- Receive, record, and verify incoming shipments Update inventory records in warehouse. Conduct regular stock counts and report discrepancies.
- Track inventory levels and notify supervisors of shortages. Prepare orders for shipment, including picking, packing, and labelling.
- Process shipping documents (bills of lading, invoices, and packing lists). Inspect incoming goods for damage or errors Coordinate with carriers and drivers for pickup and delivery.
- Organize and maintain warehouse storage areas. Ensure products are stored safely and correctly, Move stock using forklifts, pallet jacks, or other warehouse equipment (if certified).
- Maintain accurate logs of incoming and outgoing goods Prepare reports for inventory, shipments and damaged items.
- File and manage documentation both physically and digitally Verify item counts.

## **Makhado Local Municipality**

### **Admin**

**(Feb:2017-Dec:2018)**

- Maintaining and organizing official records, files, and documents (physical and digital), preparing, drafting, and typing letters, reports, notices, and official correspondence
- Entering, updating, and verifying data in registers, databases, or computer systems, handling incoming and outgoing mail, emails, and official communications
- Assisting senior officers or managers with administrative and clerical support, processing applications, forms, bills, vouchers, and other routine paperwork
- Maintaining confidentiality and accuracy of official information and records, Responding to basic public/customer inquiries in a polite and professional manner
- Scheduling appointments, meetings, and maintaining office calendars, Managing office supplies, stationery, and inventory records
- Supporting payroll, billing, or accounts-related clerical work where required, Ensuring compliance with office procedures, rules, and regulations
- Coordinating with different departments for smooth workflow. Performing basic computer operations such as word processing, spreadsheets, and email handling, Assisting in audits, inspections, or verification processes when required

### **Core competencies**

- Strong organizational and coordination skills
- Clear written and verbal communication
- Accuracy, accountability, and integrity
- Ability to work under pressure and meet deadlines
- Team collaboration and support
- Problem identification and resolution
- Professional conduct and work ethics
- Computer literacy (MS Word, Excel, email systems)

### **Education**

Higher Certificate in Economics and  
Management sciences  
University of South Africa  
2021

National Diploma in Public  
Management  
Capricorn Tvet College  
2018

Grade 12  
Jonathan Thifulufhelwi High  
2014

### **References**

Available upon request.