

# Lethabo Sithole

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## PROFILE SUMMARY

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Versatile and reliable individual with experience across warehouse operations, stock management, administrative support, IT, and quality control. Skilled in GRV processing, inventory control, data capture, customer service, and office administration. Strong attention to detail, adaptability, and teamwork skills. Eager to apply knowledge and contribute effectively to diverse roles while continuously learning and developing professionally.

## WORK EXPERIENCE

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### GRV / Warehouse Clerk Intern

About Workwear | October 2024 - Current

- Processed GRV invoices and maintained accurate stock records, ensuring correct inventory tracking.
- Ordered, received, and returned stock using the C in 7 inventory system, reducing stock discrepancies.
- Picked, packed, and prepared orders for dispatch, supporting timely and accurate order fulfillment.
- Conducted regular stock counts, improving inventory accuracy and minimizing stock losses.

### Intern

Mustek Limited | March 2021 - November 2021

- Installed software and applications on devices, ensuring devices were fully functional and ready for use.
- Conducted quality control checks, identifying and resolving defects to maintain high product standards.
- Packaged devices securely, preventing damage during storage and delivery.
- Managed cabling of computer boxes, ensuring organized setups and efficient system connectivity.

### Stock Clerk Intern

Netcare | August 2019 - February 2021

- Replenished stock regularly, ensuring adequate supply levels and preventing shortages.
- Packed stock securely and correctly, reducing damage and delivery errors.
- Delivered stock to wards on time, supporting uninterrupted operations and service delivery.

## EDUCATION

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### Tshwane South TVET College

National N Diploma Management Assistant - 2019

### Lotus Gardens Secondary School

Grade 12 - 2015

## CERTIFICATIONS

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- **Netcare Training Academy:** SAPICS - 2020
- **Atteridgeville Seshehong School:** Occupational health, safety and Environment - 2016
- **Naqshi Group:** Basic Skills and Computer Training - 2014

## SKILLS

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- GRV processing and stock management

- Inventory control and reconciliation
- Data capture and recordkeeping
- Office administration and clerical tasks
- Customer service and communication
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Adaptability and multitasking
- Time management and reliability
- Teamwork, collaboration, and problem-solving
- Workplace safety and compliance

## REFERENCES

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### **About Workwear**

Katlego Mathebula

073 524 6667, [tumelo.katlego@gmail.com](mailto:tumelo.katlego@gmail.com)

### **Netcare**

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