

SIPHO CLINTON MTHETHWA

Cell: 076 440 4753 | Email: siphoclinton334@gmail.com

Location: KwaMbonambi, KwaZulu-Natal | Availability: Immediate

PROFESSIONAL SUMMARY

Reliable and hardworking Administration and Operations Professional with over 15 years of experience in government administration, EPWP programmes, warehousing, and logistics. Known for accuracy, strong work ethic, and the ability to adapt quickly to new roles. Open to any opportunity where dedication, accountability, and teamwork are required.

KEY SKILLS

Administration & Office Support, EPWP Administration & Reporting, Data Capturing & Record Keeping, SAP & Microsoft Office, Stock Control & Inventory Management, Warehouse Operations, Health & Safety Compliance

WORK EXPERIENCE

EPWP Administrator – uMfolozi Municipality (2022–2025)

Captured EPWP data, prepared reports and timesheets, and supported monitoring and compliance.

Storeman / Stores Assistant – Various Companies (2012–2017)

Stock receiving, issuing, counts, dispatching, and housekeeping.

Site Administrator / Warehouse Supervisor – Mass Discounters (2007–2011)

Supervised warehouse operations, staff performance, reporting, and health & safety.

EDUCATION & CERTIFICATIONS

Bachelor of Administration – University of KwaZulu-Natal

Workplace Readiness & Health and Safety Training

Forklift Operator Licence (5-ton Counterbalance)

UNIVERSAL COVER LETTER

Dear Hiring Manager,

I am writing to apply for any available position within your organisation. I am a hardworking, reliable, and dedicated individual with over 15 years of experience in administration, warehouse operations, logistics, and public sector support.

I have worked in both government and private sector environments, gaining experience in data capturing, record keeping, stock control, team support, and general administration. I am adaptable, quick to learn, and able to work well under pressure.

I am currently available immediately and am open to any opportunity where I can contribute positively and grow within the organisation. I would welcome the opportunity to discuss how my skills can add value.

Kind regards,
Sipho Clinton Mthethwa