

SIPHO XOLANI SIMANGO

 siphosimango@aol.com |  067 820 7010 / 081 764 4590

 1601 Maswanganye Stand, Winterveld, 0198

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented professional with experience in administrative support, customer service, and logistics. Adept at managing inventories, processing transactions, and maintaining records with a strong commitment to efficiency and accuracy. Currently undergoing training in Software Engineering to expand technical expertise. Seeking an opportunity to contribute my skills and grow within a dynamic organization.

CURRENT OCCUPATION

Childline Gauteng (NGO)

Peer Group Trainer | June 2024 – Present

- Facilitate educational and awareness sessions on child rights, abuse prevention, and mental health.
 - Engage with youth in communities and schools to provide support and guidance.
 - Provide referrals to professional services where necessary.
 - Maintain records of training sessions and participant progress.
-

EDUCATION

Richfield Institute of Technology (Formerly PC Training and Business College)

Higher Certificate in Information Communications Technology (NQF Level 5) | 2012

University of South Africa (UNISA)

Diploma in Information Technology (NQF Level 6) – Incomplete

Software Engineering Training

Specializing in full stack development (Training in python, MySQL and html)

IR Lesolang Secondary School

Matric (Grade 12) | 2010

Subjects: Physical Sciences, English, Setswana, Life Sciences, Geography, Life Orientation

WORK EXPERIENCE

Ikgantshe Holding (PTY) Ltd

Supplies Clerk/Driver | Sep 2021 – Apr 2022

- Liaised with suppliers and maintained strong relationships.
- Conducted cost-saving price comparisons.
- Managed order placement and receipt.
- Transported goods efficiently.
- Maintained accurate inventory records and ensured proper storage.
- Processed receipt transactions and prepared shipments.

Kgabo Clinic CHC

Administrative Assistant | Feb 2013 – Aug 2013

- Managed leave application system per standard procedures.
- Maintained both digital and physical filing systems.
- Assisted with administrative tasks including typing, scanning, and document organization.
- Provided support to staff and managed office supplies.
- Captured data using the District Health Management Information System (DHMIS).
- Occasionally performed receptionist duties.

TeleDirect (PTY) Ltd

Sales Consultant | Oct 2013 – Feb 2014

- Responded to customer inquiries and promoted company services.
- Delivered personalized customer service.
- Identified customer needs and provided relevant solutions.
- Built customer loyalty and generated new leads.
- Assisted clients with product-related queries and recommendations.

Caltex Filling Station

Cashier | Sep 2014 – Feb 2019

- Processed customer transactions accurately.

- Handled cash and credit card payments.
 - Issued receipts, refunds, and change.
 - Promoted new products and services.
 - Maintained a clean and organized checkout area.
 - Monitored transactions and reported discrepancies.
-

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 - Excellent communication and interpersonal skills
 - Strong problem-solving abilities
 - Customer service expertise
 - Ability to work under pressure and meet deadlines
 - Inventory and supply chain management
 - Data entry and administrative support
 - Forklift operation (F2 Counterbalance, up to 7000kg)
 - Code 10 (C1) Driver's License
-

REFERENCES

- **Mr. Thabo Rammule** – Former Employer | 📞 082 852 6415
 - **Mrs. Mashishi** – Mentor | 📞 076 504 6562
 - **Mr. Teboho Sebako** – Mentor | 📞 083 698 1298
-