

Bachelor of Commerce in Supply Chain and Operations Management
University of South Africa
Pretoria, South Africa

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PROFILE:

Result-oriented, versatile procurement and management professional, with four years of remote experience and proven track record to lead initiatives and complete tasks with minimal supervision. Demonstrated strong analytical and leadership skills in a team setting fostering harmonious working environment and team spirit.

EXPERIENCE:

Online English Tutor | Preply.com (10/2020-present):

- Improved client's satisfaction by 38% as evidenced by a consistent increase in feedback score over a two-year period.
- Drew lesson plans, prepared content, scheduled meetings via Notion App, Google Teams and Zoom.
- Analysed student progress to adjust lesson planning for improvement.
- Showed empathy and understanding when students needed counselling or extra support.
- Supported diverse student population through different teaching styles to cover multiple learning styles and assisted over 50 students in grammar to improve grades.
- Moderated online discussion forums to maintain safe, engaging subject discussion.

Operations Assistant | Golden Fresh Biscuits, Johannesburg, South Africa (08/2018-07/2023):

- Implemented cost-saving measures, introducing alternative ingredients (corn-starch and quinoline colorant), resulting in annual savings of R253 000.00
- Monitored and updated inventory levels and maintained accurate records of inventory and stock movements.
- Managed day-to-day department operations with effective workflow coordination.
- Prepared and delivered operational performance reports to inform management.
- Trained the multi-disciplinary teams of staff like cleaning, maintenance, security, policies and procedures.
- Ensured that staff uniform is well kept.
- Welcomed the factory visitors with courtesy.

Data Collector | Ministry of Home Affairs, Maseru, Lesotho (06/2017-02/2018)

- Made use of myriad logical checks on documentation before registering any deaths presented in front of me;
- Employed sophisticated filing methods for all the death registration forms; and
- Issued death certificates to applicants.

SKILLS:

- **Analytical Tools:** Power BI, Advanced Excel, Crystal Reports
- **Programming Languages:** SQL, HTML, CSS, JavaScript
- **Software's:** MS Project, JIRA, Kanban board, Notion, Zoom, Loom, Google Teams
- **Database:** MySQL, Microsoft SQL Server
- **Core Competencies:**
 - Communication - ESL Tutor at Preply.com
 - Presentation Skills - Spoke at UniPyData (2021)

EDUCATION:

- **BCom Degree in Supply Chain and Operations Management**
University of South Africa (UNISA), Pretoria, South Africa | 01/2018 – 11/2022
- **Diploma in Agriculture**
Lesotho Agricultural College (LAC), Maseru, Lesotho | 08/2014 – 05/2017
- **Cambridge Overseas School Certificate (COSC)**
Thabana-Morena High School, Mafeteng, Lesotho | 01/2009 – 12/2012

CERTIFICATIONS & AWARDS:

- **Open-University Project Management certificate – 2023**
- **Udemy Data Science certificate – 2023**
- **WHO Ethics and Governance of Artificial Intelligent for Health certificate- 2023**
- **WHO HIV service delivery and differentiated service delivery for HIV treatment certificate - 2023**
- **WHO Introduction to Nipah virus certificate - 2023**
- **HP-LIFE Effective Presentation certificate – 2023**
- **HP-LIFE Social Media Marketing certificate – 2023**
- **150-Hour Advanced TEFL certificate – 2022**
- **UNESCO Entrepreneurship certificate - 2015**

REFERENCES:

Ms. Precious Kekana
Supervisor
Golden Fresh Biscuits, South Africa
Cell: (+27)78 068 8948

Ms. Tebogo Motlepa
Social worker and counsellor
Chris Hani Barakwan Hospital, South Africa
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Mr. Joel Mojaloli
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