






# YOLISWA MATHONSI

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## OBJECTIVE

A dynamic and achievement-driven professional seeking an opportunity to work and enhance my skills and expertise in an environment that will encourage me to succeed and do my best while presented a sufficient opportunity for career growth and development. My ultimate professional goal is to add value to the company by following the company cultures and ensuring the company fulfils its objectives and values. Desire to take up on a challenging role in a progressive company.

## EDUCATION

### Post Graduate Diploma in Social Behavioral Studies (HIV&AIDS) | University of South Africa

2020

» NQF 8

### Bachelor of Arts in Health Science and Social Services | University of South Africa

2016

» NQF 7

### Social Auxiliary Certificate | University of South Africa

2015

» NQF 5

### End User Computing | Tshwane North College

2015

» NQF 4

### Senior Certificate | Luka High School

2004

» Matric

## EXPERIENCE

### Stock Taking | EDCON

JAN 2007 – FEB 2008

- » **Key Duties** – Stock management which includes receiving stock and issuing stock; Record keeping; Compiling stock reports; Adhering to company policies and protocols



## SKILLS

- High level of attention to detail and accuracy
- Excellent communication skills both verbal and non-verbal
- Exceptional report writing skills
- Ability to multi-task and work under pressure to meet tight deadlines
- Ability to work individual with little or no supervision at all
- Strong interpersonal skills
- Collaborative and active team player with team management skills
- Flexible, reliable and professional
- Computer literate
- Active listening skills
- Good problem solving skills
- Strong administrative skills



## REFERENCES

1. Edcon Head Office  
+27 11 495 6000
2. Gauteng Provincial Manager  
Mentor – Commission for gender equality  
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