

BAVIWE TALIWE

Contact

Date of birth : 25 July 1998

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Education

TEFL Professional Institute

TEFL Certificate - Distinction

2024

IIE Rosebank College

Bachelor of Business Administration (Logistics & Supply Chain)

2018 - 2020

Sir Pierre van Ryneveld High School

National Senior Certificate (Bachelors)

2017

Core Skills

- Logistics & Supply Chain Support
- Administrative Operations
- Customer Service & Sales
- Communication & Problem-solving
- Cash Handling & Reconciliation
- Office Management
- Team Collaboration
- Time Management
- Microsoft Office Suite | Eco-time System

Language

- English
- IsiXhosa
- IsiZulu

Professional Summary

Motivated and detail-oriented Business Administration graduate with 4+ years' experience across logistics, stock control, administration, and customer service. Skilled in managing inventory, processing documentation, coordinating courier dispatch, and supporting compliance within regulated environments. Proficient in MS Excel, Salesforce, and administrative systems, with proven ability to liaise effectively with suppliers, clients, and internal teams. Adept at working under pressure, resolving issues, and ensuring smooth operations in both retail and logistics sectors.

Work Experience

Internal Sales

Ventria | JHB — 2025 to date

Managed inbound sales enquiries, prepared accurate quotations and proposals, and followed up with clients to convert leads into confirmed orders.
Provided product and service support to customers, ensuring clear communication on pricing, availability, contracts and after-sales processes.
Maintained and updated customer records, contracts and sales documentation while coordinating internally with operations and technical teams.
Built and maintained strong relationships with new and existing clients to support ongoing sales growth and customer retention.
couriers for shipments and confirm successful order receipt

Stock Controller Intern

Ventria | JHB — 2024 - 2025

Managed inventory records, stock coding, itemisation, and manual counts. Processed supplier deliveries, online orders (Takealot, internal, e-commerce), and purchase orders. Coordinated courier dispatch for customer orders, ensuring timely and accurate delivery. Updated Accounts and Services teams on received orders for reconciliation. Updated Accounts and Services teams on received orders for reconciliation.

References

Theresa de Sousa

Ventria / Bookkeeper

Phone: 078 423 8633

Samantha Di Terlizzi

Grey/Head of Traffic

Phone: +27 (78) 255-0250

Cecelia Peyise

Pick n Pay / Manager

Phone: +27 (60) 708-1868 /
+27 (73) 682-0566

Traffic Intern

Grey South Africa | JHB 2023 - 2024

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Administration Clerk 2022 - 2023

Pick n Pay | Kempton Park

Managed employee timekeeping using Eco-time; imported departmental schedules. Processed invoices and petty cash, ensuring data accuracy and completeness. Onboarded new staff into internal systems and maintained updated personnel records. Provided frontline support and answered administrative queries via phone and email.

Cash Office Clerk 2021 - 2022

Pick n Pay | Kempton Park

Handled daily store cash flow, including change orders and reconciliations. Processed accurate cash pickups/drop-offs to minimise shrinkage. Generated daily reports to support audit readiness and theft prevention.

Cashier

Pick n Pay | Kempton Park 2021 - 2022

Managed high-volume transactions using POS systems with speed and accuracy. Issued receipts, processed refunds and returns, and balanced cash registers. Delivered outstanding customer service while upselling and resolving complaints. Maintained cleanliness and compliance at checkout stations.