FAKADZI IRAH MAKHUBELA

📍 Tembisa, Gauteng
📞 061 079 2143
✉️ fakazimakhubele13@gmail.com

PROFESSIONAL PROFILE

Motivated and detail-oriented graduate with a Bachelor of Arts in Language Practice and practical experience in administration, document management, record keeping, inventory control and customer service. Skilled in maintaining accurate records, coordinating documentation, supporting office operations and using Microsoft Office applications. Able to work effectively under pressure while maintaining high levels of accuracy and professionalism.

CORE SKILLS & COMPETENCIES

Procurement and Supply Chain Administration Support
Inventory and Stock Record Management
Document Control and Filing
Data Capturing and Record Keeping
Administrative and Office Support
Microsoft Word, Excel, PowerPoint and Outlook
Report Preparation and Documentation
Customer and Stakeholder Service
Attention to Detail and Accuracy
Time Management and Organisation
Confidentiality and Professional Ethics
Teamwork and Collaboration
Problem Solving and Adaptability
Communication Skills

PROFESSIONAL EXPERIENCE

Sales Assistant
Power Fashion Factory – Giyani
June 2025 – December 2025 (Contract)

Maintained accurate stock, inventory and daily sales records.
Assisted with stock replenishment and inventory control activities.
Processed customer purchases and handled cash transactions accurately.
Supported the efficient movement and organisation of merchandise.
Worked collaboratively with team members to achieve operational targets while delivering excellent customer service.

Key Competencies Developed:
Inventory control, stock management, record keeping, teamwork, customer service, attention to detail.

Education Assistant (Administrative Support)
Siyandhani Primary School – Giyani
May 2023 – September 2023

Performed administrative duties and maintained accurate learner records.
Prepared reports, schedules and official correspondence.
Managed filing systems and ensured documentation was organised and accessible.
Assisted with data capturing and record management.
Supported communication between educators, parents and learners.

Key Competencies Developed:
Administration, document management, organisation, data accuracy, communication.

Assistant Language Practitioner
Giyani Magistrate Court – Giyani
August 2022 – October 2022 (Contract)

Managed confidential legal and administrative documents.
Maintained accurate registry records and document tracking systems.
Verified documentation for accuracy, completeness and compliance.
Assisted with filing, record management and office administration.
Worked efficiently under pressure while meeting strict deadlines.

Key Competencies Developed:
Document control, record keeping, confidentiality, administrative support, attention to detail, time management.

EDUCATION

Bachelor of Arts in Language Practice
University of Venda
Completed: 2022

National Senior Certificate (Grade 12)
Kheto Nxumayo Agricultural High School
Completed: 2015

COMPUTER SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Outlook
Internet and Email
Data Capturing
Electronic Filing Systems

LANGUAGE PROFICIENCY

Xitsonga – Fluent
English – Fluent
Sepedi – Conversational
Tshivenda – Conversational
isiZulu – Conversational

REFERENCES

Ms. Ngobeni S.H
Court Manager – Giyani Magistrate Court
📞 071 739 9496

Ms. Manzini M.B
Principal – Siyandhani Primary School
📞 083 314 0519

Ms. Paseka Mavunda
Store Manager – Power Fashion
📞 078 170 2088