Thabang Sello Makopo

Contact Information:
Phone: 0827192300
Email: thabangmakopo18@gmail.com

Currently in Johannesburg South Africa

Willing to relocate Nationally and Locally

PROFESSIONAL SUMMARY

Motivated and passionate Information Technology professional with a strong focus on troubleshooting hardware and notebook repairs. Adept in sales, inventory management, and customer service, with a proven ability to meet and exceed targets. Possess strong technical expertise in PC and notebook repair, as well as a sound understanding of warehousing and stock control, combined with Sage 50cloud Pastel experience. Seeking an opportunity to contribute and grow within a dynamic IT or technical role.

EDUCATION

National Senior Certificate
Sir Pierre Van Ryneveld High School | January 2011 - November 2015

A+ (PC Technician)
Academy Training Group | February 2018 - November 2018

N+ (Network Technician)
Academy Training Group | February 2019 - November 2019

Introduction to Cybersecurity
Cisco Networking Academy | July 2026

PROFESSIONAL EXPERIENCE

Counter Sales Consultant

Switchcom Distribution | August 2024 – Till to date

- Assisted customers with product inquiries and sales.
- Managed sales transactions and processed payments.
- Maintained product displays and ensured stock availability.
- Set and achieved sales targets.

- Provided technical product knowledge to customers.
- Ensured store cleanliness and organization.

Counter Sales Consultant
Scoop Distribution | August 2023 – July 2024

- Assisted customers in selecting products, ensuring a high level of customer satisfaction.
- Processed sales transactions, handling cash and electronic payments.
- Engaged in visual merchandising, ensuring store displays were up to date and visually appealing.
- Maintained store cleanliness and re-stocked shelves to ensure product availability.
- Set and achieved sales targets.
- Provided technical product knowledge to customers.

Storeman / Stock Controller
Scoop Distribution | May 2023 - August 2023

- Managed stock levels, ensuring accurate inventory control and efficient movement of goods in and out of the warehouse.
- Coordinated with suppliers and internal teams to ensure timely deliveries and stock replenishment.
- Utilized Sage 50cloud Pastel to update and maintain stock records, generating reports as needed.
- Tracked damaged or faulty stock, ensuring it was reported and handled promptly.

Storeman

Mustek Limited */ September 2020 – April 2023*

- Managed inventory and performed regular stock audits.
- Received and dispatched stock, ensuring accuracy and condition.
- Organized warehouse for efficient stock storage and retrieval.
- Processed orders, picked, packed, and prepared shipments.
- Updated inventory systems and maintained accurate records.
- Ensured stock quality and compliance with safety standards.

Notebook Technician
Mustek Limited | February 2021 - February 2022

- Conducted troubleshooting and repair of notebook hardware and software, ensuring all systems operated efficiently.
- Assembled and disassembled notebooks for upgrades and repairs, adhering to company and manufacturer guidelines.
- Assisted with inventory management, ensuring all stock was properly checked and recorded.
- Provided high-level customer support, resolving any technical issues and ensuring customer satisfaction.

Sales Consultant
Cash Convertors | June 2019 – September 2019

- Aided customers, answering queries and guiding them through product selection.
- Maintained clean and well-stocked shelves, ensuring an attractive and organized retail environment.
- Set and achieved sales targets, contributing to the overall store performance.
- Provided product knowledge and technical support to customers, enhancing their buying experience.

Sales Consultant / Stock Controller
Cash Crusaders | September 2016 – November 2016

- Responsible for maintaining an accurate inventory system, conducting stock takes, and managing stock flow.
- Ensured timely processing and shipment of orders, working with courier services to track deliveries.
- Scanned stock from local suppliers into the Sage/Pastel system, maintaining a record of all transactions.
- Handled the receiving and dispatching of stock, inspecting all packages for damages or discrepancies.

KEY SKILLS

- Hardware Troubleshooting (PC and Notebook)
- Software Troubleshooting (Beginner Level)
- Assembling and Disassembling PCs & Notebooks
- Sales & Customer Assistance
- Inventory Management & Stock Control
- Sage 50cloud Pastel (Invoicing, Cash Flow & Inventory)

- Microsoft Office Suite
- Visual Merchandising
- Strong Communication Skills
- Time Management & Organizational Skills
- Problem-Solving and Analytical Thinking

PERSONAL SKILLS

- Reliable
- Motivated and driven to learn
- Organized and detail-oriented
- Strong interpersonal and communication skills
- Quick learner, adaptable to new challenges
- Ability to work well in team environments