

SINENHLANHLA THEMBELIHLE MAKWARA

Springs, Gauteng, South Africa | +27 71 990 7041 | snetrey2@gmail.com

PROFILE

Reliable, adaptable, and eager entry-level candidate seeking a remote position. A fast learner with strong computer literacy, excellent written and verbal communication skills, and a proven record of punctuality and diligence across administrative, verification, and customer-facing roles. Comfortable working independently and quick to pick up new systems and processes.

KEY SKILLS

- Fast learner, adaptable to new tools, systems and instructions
- Strong written and spoken English, IsiZulu (native), and conversational Sesotho
- Basic computer literacy (certified) — email, internet research, MS Office, online forms
- Reliable internet connection and self-motivated, disciplined home-working style
- Good administrative, organisational, and record-keeping skills
- Strong interpersonal skills from customer-facing and field-based work
- Punctual, honest, and able to work independently with minimal supervision

RELEVANT EXPERIENCE

Field Verification Officer — Sengkhona Trading Enterprise (with Gauteng Dept of Economic Development & Gauteng Liquor Board)

Oct 2018 – Apr 2019

- Conducted physical verification of liquor outlets, accurately recording and reporting findings
- Worked independently in the field, managing time and tasks without direct supervision
- Handled sensitive information and documentation with accuracy and confidentiality

Till Packer — Pick n Pay

Jun 2016 – Oct 2019 (left to study further)

- Delivered consistent, friendly customer service in a fast-paced retail environment
- Handled cash and transactions accurately and responsibly
- Worked reliably within a team to meet daily targets and store standards

EDUCATION & CERTIFICATIONS

- Bachelor of Education (Foundation Phase Teaching), Cum Laude — UNISA (2020–2024)
- Higher Certificate in Education — UNISA (2019)
- National Certificate (N6), Engineering Studies — Ekurhuleni East TVET College (2017)
- TEFL Certificate (120 hrs), Distinction — TEFL Professional Institute (2023)
- Basic Computer Literacy Certificate — EduCourse Online Learning (Aug 2026)
- Occupational Health & Safety Act 85 of 1993 & General Housekeeping — 97% (2017)
- National Senior Certificate (Matric) (2013)

LANGUAGES

English (fluent) · IsiZulu (native) · Sesotho (conversational)

REFERENCES

Available on request.