**Nonelela Mqotsi**Port Elizabeth  
[mqotsinonelela@gmail.com](mailto:mqotsinonelela@gmail.com) | 076 477 8475

Dedicated and results-driven Bachelor of Commerce in Economics graduate seeking a challenging role that utilizes my skills and knowledge to contribute to the success of a forward-thinking organization.

**Professional Experience**

**September 2024 – February 2025**Supervisor | Black Impala Restaurant | Port Elizabeth

* Oversee daily restaurant activities
* Monitor inventory and order supplies as needed
* Inventory count
* Perform cash ups’
* Regularly inspect premises for cleanliness and maintenance issues to ensure safety of patrons and staff
* Identify and resolve issues by coordinating with managers from other departments
* Ensure customer expectations are exceeded
* Prepare and submit reports to upper management
* Facilitate the training and development of employees to ensure correct competency

**July 2024 – August 2024**  
Admin assistant | Black Impala Restaurant | Port Elizabeth

* Manage restaurant bookings
* Collaborate with supervisors in terms of administrative day to day operations
* Execute administrative tasks and required reports
* Handle restaurant phone calls and make appointments
* Maintaining and compiling personnel files – hardcopies and electronic (SEESA ProFile)
* Provide support to HR
* Assist with ad hoc activities

**February 2023 – July 2023**  
Educator assistant | Eastern Cape Department of Education | King Williams Town

* Manage reading classes
* Make copies of learning materials
* Answer telephone and make appointments
* Welcome visitors into the school
* Attend to parents’ queries

**November 2021 – January 2022**  
Customer service assistant | Woolworths | Port Elizabeth

* Unpack deliveries, stock shelves and arrange displays
* Rotate and replace stock
* Keep up to date with product information
* Accurately describe product features and benefits
* Follow all company policies and procedures
* Keep the store neat and tidy

**Education**

**Nelson Mandela University**  
Bachelor of Commerce in Economics

**Hoerskool De Vos Malan**  
National Senior Certificate

**Key Skills**

* Communication
* Problem solving
* Customer service
* Conflict resolution
* Attention to detail
* Inventory management
* Computer literacy

**References**Mrs Mostert – Principal, Eastern Cape Department of Education  
067 786 4168 | [skoolhoof@devosmalan.co.ca](mailto:skoolhoof@devosmalan.co.ca)

Mr De la Rosa – Deputy Principal, Eastern Cape Department of Education  
063 684 9235

Miss Lamani – Human Resources, Black Impala Restaurant 0766098849