

OBJECTIVE

Hardworking and reliable worker with over 7 years total work experience across cleaning, hygiene, warehouse operations, retail support and public service. With 6 years professional cleaning experience, I am experienced in maintaining clean and safe environments, following workplace procedures, operating basic hand tools, working well in a team and completing tasks on time and accurately. I am a dependable, punctual and motivated individual ready to contribute positively to any team.

CORE SKILLS

• Cleaning and sanitation	• Hygiene and health & safety compliance
• General maintenance and housekeeping	• Waste and litter removal
• Warehouse packing and order fulfilment	• Stock checking and safe handling
• Using and maintaining hand tools and gardening equipment	• Health screening and safety procedures
• Time management and meeting deadlines	• Teamwork and communication
• Attention to detail	• Reliable, punctual and responsible

WORK EXPERIENCE

Ziphi Nkomo

March 2014 – June 2018

Cleaner / Office Support Assistant

- Cleaned and maintained offices, boardrooms, meeting rooms, kitchens and restrooms to a high standard of hygiene.
- Performed daily sweeping, vacuuming, mopping, dusting and polishing.
- Cleaned windows and emptied bins; restocked toilet paper and soap.
- Sanitised desks and work areas and followed safe cleaning and hygiene practices.
- Prepared and served tea, coffee and refreshments for staff and visitors professionally.
- Managed cleaning supplies and completed daily duties efficiently and on time.
- Maintained a neat, safe and welcoming workplace with attention to detail.

City of Cape Town (EPWP)

January 2020 – February 2021

General Worker & Social Distancing / Screening Assistant – Women for Change Programme

- Maintained clean and hygienic environments at old age homes including rooms, dining areas and restrooms.
- Carried out COVID-19 screening, temperature checks, sanitising and social-distancing procedures.
- Worked at a creche as part of a job and assisted the teacher with children on a daily basis.
- Supervised children during daily activities and playtime, assisted with feeding, cleaned toys and kept the classroom neat.
- Supported health and safety at day hospitals, schools and retail locations including Shoprite.
- Reported community infrastructure problems such as potholes and damaged streetlights.
- Worked responsibly with the public and team members following safety procedures.

Woolworths

March 2022 – July 2023

Warehouse Packer

- Packed customer and bulk orders accurately in a high-volume warehouse.
- Picked, scanned and packed goods using RF scanners with high order accuracy.
- Checked items, quantities and expiry dates before dispatch.
- Handled fresh, frozen and fragile products according to food safety procedures.
- Followed health and safety rules and worked effectively in shift teams to meet deadlines.

City of Cape Town (EPWP)

October 2023 – July 2024

General Worker – Recreation & Parks

- Maintained cleanliness and safety in public parks and community spaces.
- Removed litter and illegal dumping to keep park areas clean and presentable.
- Worked in a small garden inside the park, including weeding and sweeping pathways.
- Operated and maintained hand tools and gardening equipment including rakes, brooms, spades, wheelbarrows and litter pickers safely.
- Monitored park facilities and reported damaged equipment for repair.
- Completed outdoor duties responsibly and efficiently as part of a team.

EDUCATION

Bishop Lavis Secondary School
Grade 11

2013

LANGUAGES

- English
- Afrikaans

REFERENCES

Jaco Van Graan – Ziphi Nkomo Supervisor	069 122 8958
Nomfundo – City of Cape Town (EPWP) Manager	083 384 6976
Jameelah – Woolworths Manager	084 815 9102
Leticia – City of Cape Town (EPWP) Supervisor	021 444 2233 / 021 444 2230