



Ms. Bontle Precenter Thabethe

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CAREER OBJECTIVES

I desire an opportunity to further grow my career and exposure in the industry to fully utilize my skills, qualities and attributes while making a significant contribution to the success of the company. My aspiration is to grow in a forward thinking and innovative organisation that offers staff support, a dynamic environment, and opportunities for growth, stability, long-term future, and market-related salary.

KEY SKILLS

- Computer skills, MS Office with Advanced Excel skills
- SAP, SAC, Microstrategy, POM
- Skilled in Customer Service, marketing, social media marketing and data analysis
- Strong organisational skill, detail oriented and great team player
- Strong administrative professional keen to think outside the box
- Excellent work ethic and an ability to multitask
- Ability to identify problems and quick problem solver
- Strong communicator

EDUCATION

Institution:	University of Johannesburg	(2019)
Qualification:	Bachelor of Commerce in Logistics Management	
Majors:	Logistics Management, Business Management, Marketing Management, Logistics Systems (ERP) and Transport Economics.	
School:	Springs Technical High School	(2010- 2014)
Qualification:	National Senior Certificate (NSC)	
Subject:	English (home language); Afrikaans (first additional language); Life Orientation; Mathematics; Physical Science; Civil Technology and Engineering Graphics and Design (EGD)	

EMPLOYMENT

Organisation: Mass Discounter- Game Headquarters

Position: **Merchandise Controller** (18 March 2020- 30 September 2022)

Duties and Responsibilities:

1. Assist with coordination of stock. Monitor and maintain stock levels, receive, process requests and distribute as requested.
2. Assist by supporting the buying and planning function- ensuring efficiency and compliance with the company requirements.
3. Reviewing stock levels at all stages of the promotion process. Export post promotion analysis to departments.
4. Execution of promotional administrative, general admin and execution of admin activities relating to promotion events and activities.
5. Coordination with advertising, marketing, PR, Sales and Supply Chain.
6. Assist in the coordination of departmental activities to meet departmental deadlines.
7. Maintaining accurate database- processing price changes, manual orders, and IBT placement, item listing, and maintaining of master data records.
8. Assisting with admin requests relating to the category management team on an Ad hoc basis.

Organisation: Mass Discounter- Game Headquarters

Position: **Category Administrator** (18 March 2019- 18 March 2020)

Duties and Responsibilities:

1. Responsible for executing the administrative activities relating to the buying and planning activities and operations in order to ensure efficiency and compliance with company requirements.
2. Assists in the coordination of tasks, sharing of information and problem solving in order to meet departmental deadlines. This results in management support which is correctly documented and appropriately includes authorisation.
3. Responsible for processing price changes, manual order placement, manual IBT placement, item listing and maintenance of a Master Data Record in order to ensure compliance with governance rules.
4. Assisting with administrative requests relating to the Category Management team on an Ad Hoc basis as they should arise.

AWARDS AND ACHIEVEMENTS

- Course Representative: University of Johannesburg (2016-2017)
Student representative for BCom in Logistics Management and Transport Economics studies in the Faculty.
- Project Champion for Category Administrators: Mass Discounters (2019)
Working closely with the HR department to ensure Category Administrators are aware of learning opportunities and funding available to them to further their studies.
- Part of super-user group at Mass discounters (systems super-user) (2019- 2022)
A group of Merchandise Controllers with an advanced knowledge of all the systems in the business. This group trains new in-takes on all business systems available in the company.
- Co-Founder of Virtuous She Foundation (Woman empowerment- NPO) (2022)
- Walmart's Global Statement of Ethics and Global Anti-Corruption Policy Course
- Massmart Privacy Policy Course

ACTIVITIES

Organisation:	Virtuous She Foundation	(2020-present)
Position:	Co-Founder of the NPO	
Project:	Woman Empowerment and Social Welfare	
Description:	We holding hands with our community in the fight against poverty and creating awareness about gender based violence and educational opportunities available to everyone. https://virtuousshe-foundation.webnode.page/	
Institution:	University of Johannesburg	(2018)
Project:	Mentoring	
Description:	Addressing 1 st year student's queries and providing feedback to the Department of Transport and Supply Chain about the student's progress. I also provided basic training for compiling an assignment at University level.	

INTEREST

- Fashion and Beauty
- Motivational speaking
- Running, Dancing and Hiking
- Community engagement
- Traveling

REFERENCE

Name and Surname: Mr Shaun Ranjith
Position: Former Direct Manager: Mass Discounters
Contact Detail: +27 83 790 0207
Availability: Mondays – Fridays, 10:00 – 15:00

Name and Surname: Mr Roger Wood
Position: Former Line Manager: Mass Discounters
Contact Detail: +27 82 555 9009
Availability: Mondays – Fridays, 10:00 – 15:00

Name and Surname: Mr Mfundo Makhoba
Position: Category Planner: Mass Discounters
Contact Detail: +27 67 878 1514
Availability: Mondays – Fridays, 10:00 – 15:00