

Jonathan Mather



Personal Details

-  Jonathan Mather
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-  +264 81 637 7927
-  Walvisbay
-  26 February 2001
-  Namibian

Skills

- Administrative management
- Team leadership
- Customer service
- Inventory control
- Sales target achievement
- Visual merchandising
- Scheduling and planning
- Product knowledge
- Cash handling

References

-  Joanita Verster(PGA Campus head) + 27(83) 277-6526
-  Yolandi (Global Golf)+27(82) 459-6120
-  Justin Godfrey(Mentor)+27(82) 925-0236

Profile

I am writing to express my interest in a suitable position within your organisation. I am a Namibian citizen, and I am eager to bring my skills, experience, and enthusiasm to a dynamic and growth-focused team. I have developed strong business acumen, proven management and leadership capabilities, and a high level of self-motivation. I pride myself on my excellent communication skills and my ability to engage with customers and colleagues effectively. I am confident that my dedication, professionalism, and results-driven approach would make me a valuable addition to your team.. Thank you for your time and consideration. I look forward to the opportunity to discuss how I can contribute to your organisation's continued success.

Education

2020 Matriculated at Walvis Bay Private High School

Walvis Bay

- Design and Technology (higher level)- 2
- First Language English (higher level)- 3
- Geography (higher level)- 3
- Mathematics (higher level)- 3
- Physical Science (ordinary level)- B
- Afrikaans Second Language (ordinary level)- C

PGA Diploma ,Sports Turf Maintenance

Jan 2021 - Nov 2024

Golf Management Campus, pretoria

- 2021 modules average - 72%
- 2022 modules average - 75,4%
- 2023 modules average -75,5%
- 2024 modules average - 83,2%

Employment

Administrative manager

Aug 2024 - Mar 2025

Global Golf, pretoria

- I oversaw daily administrative operations and supported senior management. Maintained office systems including data management and filing.
- Handled correspondence, scheduling, and inventory management.
- Coordinated team meetings, travel, and event planning.
- Managed a team of administrative assistants (if applicable).
- Assisted customers in selecting products and provided product knowledge. Handled point-of-sale transactions and cash handling.
- Maintained visual merchandising and store cleanliness.
- Met and exceeded sales targets and customer satisfaction goals

Retail Store manager / Club fitter

Apr 2025 - Oct 2025

Global Golf, Durban

- Oversaw daily operations, including employee supervision, customer service, merchandising, and vendor relations. Ensured a high standard of customer satisfaction while managing staff performance, inventory levels, and visual merchandising. Maintained strong relationships with suppliers and brand representatives to optimize product offerings and in-store promotions. Oversaw daily administrative operations and supported senior management. Maintained office systems including data management and filing. Handled correspondence, scheduling, and inventory management. Coordinated team meetings, travel, and event planning. Managed a team of administrative assistants (if applicable). Assisted customers in selecting products and provided product knowledge. Handled point-of-sale transactions and cash handling. Maintained visual merchandising and store cleanliness. Met and exceeded sales targets and customer satisfaction goals.