TSHOSHANE EDGAR SEPORO

543 KATAVI STREET, TSENELONG EXT, TEMBISA, 1632
(+27) 81 483 6282
SEPOROEDGAR8@GMAIL.COM

PROFESSIONAL SUMMARY

Dedicated and safety-conscious aviation operations professional with hands-on experience in airport ground handling, baggage operations, and logistics coordination at OR Tambo International Airport. Proven ability to work efficiently under pressure, meet strict turnaround deadlines, and ensure accurate baggage handling to minimize delays and losses. Currently pursuing a Bachelor of Commerce in Transport and Logistics to strengthen expertise in supply chain and operations management within the aviation industry. Seeking to contribute to a high-performing aviation team in a ground operations or ramp role.

CORE SKILLS

- Aircraft Turnaround Operations
- Baggage Handling & Sorting
- Airport Safety & Compliance
- Time Management & Deadline Adherence
- Team Collaboration in High-Pressure Environments
- Attention to Detail & Accuracy
- Data Capturing & Administrative Support
- Microsoft Office (Word, Excel, Outlook)
- Communication & Problem Solving

PROFESSIONAL EXPERIENCE

BAGGAGE HANDLER

COLOSSAL AVIAPARTNER – OR TAMBO INTERNATIONAL AIRPORT
SEPTEMBER 2023 – PRESENT

- Load and offload passenger baggage, cargo, and mail efficiently while adhering to strict safety regulations

- Ensure accurate sorting and tagging of baggage according to flight destinations, reducing risk of lost luggage
- Support aircraft turnaround operations by meeting tight departure deadlines
- Transport baggage between aircraft and terminal using ground support equipment
- Conduct routine checks on baggage tags to ensure correct routing and handling
- Maintain compliance with aviation safety, security, and operational procedures

DISTRIBUTION CENTRE ASSISTANT

TAKEALOT.COM – POMONA, KEMPTON PARK
APRIL 2021 – AUGUST 2023

- Picked and packed customer orders with high accuracy in a fast-paced warehouse environment
- Verified items against system records to ensure correct dispatch
- Generated waybills and prepared shipments for delivery
- Operated scanning equipment and supported inventory control processes
- Assisted in maintaining warehouse organization and cleanliness standards
- Contributed to meeting daily dispatch targets and operational efficiency

ADMINISTRATIVE ASSISTANT INTERN

TSHWANE NORTH TVET COLLEGE – PRETORIA CENTRAL CAMPUS
AUGUST 2019 – JULY 2020

- Provided administrative support including document scanning, filing, and data capturing
- Managed incoming calls and directed queries to relevant departments
- Prepared and sent official documents via email
- Maintained accurate records using office systems
- Supported daily office operations and ensured an organized work environment

EDUCATION

Bachelor of Commerce in Transport and Logistics (In Progress)
University of South Africa (UNISA)
Expected completion: 2028
Relevant Modules: Logistics Management, Supply Chain Management, Operations Management

National Certificate: End User Computing
Tshwane North TVET College – 2020

Grade 12 (Matric)
Ngwanamala High School – 2014

ADDITIONAL INFORMATION

- Willing to work shifts, weekends, and public holidays
- Physically fit and capable of handling manual tasks
- Familiar with airport safety procedures and restricted operational environments

REFERENCES

Available on request