Pacify Bhekumuzi Zitha



93 Blom Street,
Oranjehof, Springs, 1559

079 058 8923 / 078 324 0246

pbzitha97@gmail.com

Pacify Bhekumuzi Zitha

A dynamic, results driven professional with a long-standing record of providing an excellent service. A skilled communicator and listener with a knack for remedying conflict, and keen organizational skills which allow for effective delivery of outstanding service. Recognized for always maintaining the highest level of integrity and dedication to providing a reliable and friendly service without compromising the reputation or competency of the organization. Can equally work alone or as part of a team. With superb engagement skills and can easily engage in conversation with anyone, building rapport and asking questions in order to get a better understanding of their needs. With a proven ability to solve problems quickly and efficiently, and create high-quality professional relationships with stakeholders. Has demonstrated success in providing support in a highly competitive and fast paced environment. Passionate about fostering innovation and sustainability within the assigned function while maintaining high standards of integrity and accountability.

Academic Qualifications

2017 **N6 Certificate in Financial Management**
Denver Technical College

2015 **Grade 12, National Senior Certificate**
Mosipa Secondary School

Other Certificates

- ☐ Forklift Certificate – KKH Operators Training and Project

Key Skills & Competencies

- ☐ Diverse professional experience, including the planning, development and deployment of best practices.
- ☐ Skilled in handling difficult situations and resolving conflicts in a professional and efficient manner while maintaining a strong focus in providing an excellent service.
- ☐ Affinity for identifying the underlying principles affecting situations, which leads to less time brainstorming and more time actively building workable solutions.
- ☐ Always maintains a positive and consummately professional demeanor, with ability to instill the trust and engagement of others.
- ☐ Excellent written and verbal communications skills, including dealing with reports.
- ☐ Effective networking techniques and outstanding interpersonal skills that all allow for the fostering of strong bonds with stakeholders.
- ☐ An unwavering commitment to customer service, with the ability to build productive relationships, resolve complex issues and win customer loyalty.
- ☐ Experience of working within high pressure environment and a personal commitment to equality and diversity across all areas of work.
- ☐ Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
- ☐ Strong interpersonal and communication skills to coordinate with various departments, executives, managers, customers and other stakeholders.
- ☐ Can cope with a changing environment and can handle situations with tact & diplomacy.
- ☐ Flexible professional who understands that duties sometimes change unexpectedly.

Personal Profile

Nationality
South African

Gender
Male

Date of Birth
15 February 1997

Civil Status
Single

Driving Licence
Code 10 with a valid PrDP-D
(Dangerous Goods Permit)

Criminal Record
None

Notice Period
Immediately

Languages
English, Xitsonga, Sepedi & IsiZulu

Personal Skills

- ☐ Team player
- ☐ Analytical skills
- ☐ Problem solving
- ☐ Decision making
- ☐ Attention to Detail
- ☐ Self-Management
- ☐ Interpersonal skills
- ☐ Communication skills
- ☐ Achievement Oriented
- ☐ Time Management skills

Other Skills

- ☐ Customer Service
- ☐ Complaint & Conflict Resolution
- ☐ Filing & Records Management
- ☐ Administrative Support
- ☐ Driving & Vehicle Handling
- ☐ Safety Management skills
- ☐ Data & Information Management
- ☐ Deadline & Task Management
- ☐ Interdepartmental Liaison skills
- ☐ Client Issues Management skills
- ☐ Stakeholder Relations Management

Computer Skills

- ☐ SAP
- ☐ Granite Warehouse Management System
- ☐ Microsoft Office (Word, Excel & etc.)

Training Attended

Fire and Safety Dynamics – Jerico Training and Fire Industries

Forklift Operation
KKH Operators Training and Project
02 May 2023 – 09 May 2023

Trained in operating a forklift, Load manipulation, stacking, and unstacking, Fork and attachment adaptation, operation, and use limitations.

Other Knowledge

- ☐ Forklift Operation & Procedures
- ☐ Knowledge of Industry Practices
- ☐ Traffic Laws & Regulations
- ☐ GPS & Maps Navigation

References

Mr. Mervin Maistry
Warehouse Supervisor
Diesel Electric Automotive Warehouse
Tel: - 011 811 6625 / 071 592 1254

Mr. Sfiso Mkhabele
Co-Founder
Bheki and Sfiso Cleaning Service (Pty) Ltd
Tel: - 073 099 8384

Mr. Sindy Shirimane
Supervisor
Workforce Staffing (Luxor Paint)
Tel: - 011 394 0108 / 066 050 3691

Ms. Xolisile Mbhalati
Store Manager
Clicks (Birch Acres Mall)
Tel: - 011 920 1019 / 011 920 3927

Mr. Matome Mokgalusi
Supervisor
LSC Masakhe (Under Agent)
Tel: - 010 492 1015

Work Experience

Parts Picker
Diesel Electric Automotive Warehouse
August 2024 – Current

Major Duties

- ☐ Preparing daily order selection with the use of a hand-held scanner.
- ☐ Double check picked parts before handing over to dispatch.
- ☐ Acting quickly on picking slips avoiding delays.
- ☐ Ensuring proper documentation and allocation of parts
- ☐ Maintaining work efficiency and complying with company standards.
- ☐ Reporting any discrepancies or issues to the Warehouse Supervisor promptly.

Picker and Packer
Workforce Staffing (Luxor Paint)
January 2024 – July 2024

Major Duties

- ☐ Picking paints and packing paints on the pallets.
- ☐ Ensuring that the correctness of the picked and packed items.
- ☐ Adhering to company safety guidelines and procedures.
- ☐ Wearing personal protective equipment (PPE) as required.
- ☐ Working closely with warehouse staff and supervisors.
- ☐ Helping other team members with their tasks when needed.

Reasons for Leaving: End of Contract

Driver
Bheki and Sfiso Cleaning Service (Pty) Ltd
January 2020 – December 2023

Major Duties

- ☐ Safe driving and vehicle inspection.
- ☐ Waste collection and transportation.
- ☐ Adherence to waste management protocols.
- ☐ Customer service and communication.
- ☐ Record-keeping and documentation.
- ☐ Time management and route efficiency as well as team collaboration and support.

Reasons for Leaving: End of Contract

Shop Assistant Cashier
Clicks (Birch Acres Mall)
May 2019 – November 2019

Major Duties

- ☐ Greeting customers who enter the shop.
- ☐ Being involved in stock control and management.
- ☐ Being responsible for processing cash and card payments.
- ☐ Stocking shelves with merchandise and answering queries from customers.
- ☐ Giving advice and guidance on product selection to customers.
- ☐ Balancing cash registers with receipts and dealing with customer refunds.
- ☐ Helping guests obtain specialized support for products, services and payment issues.
- ☐ Meeting sales targets through proactive promotion and excellent customer service.

Reasons for Leaving: Resigned

General Worker (Crew)
LSC Masakhe
December 2018 – April 2019

Major Duties

- ☐ Conducting inspections of vehicles before departing to deliver goods.
- ☐ Packing and loading products onto trucks as per company instruction.
- ☐ Delivering orders to customers on assigned route.
- ☐ Reviewing deliveries with customers to ensure products meet their needs.

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

PACIFY BHEKUMUZI ZITHA

Identity number 9702155501085

Subject	%	Achievement level
Xitsonga Home Language	66	5
English First Additional Language	55	4
Mathematical Literacy	50	4
Life Orientation	70	6
Accounting	37	2
Business Studies	45	3
Economics	44	3
Tourism	58	4
**********	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2015

M. S. Lakometsi

Chief Executive Officer

160 4406 9939 B

This certificate is issued without alterations or erasure of any kind

UMALUSI

Council for Quality Assurance in General and Further Education and Training South Africa

H10875812

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N6

FINANCIAL MANAGEMENT

AWARDED TO

ZITHA PACIFY BHEKUMUZI

IDENTITY NUMBER

9702155501085

WITH EFFECT FROM

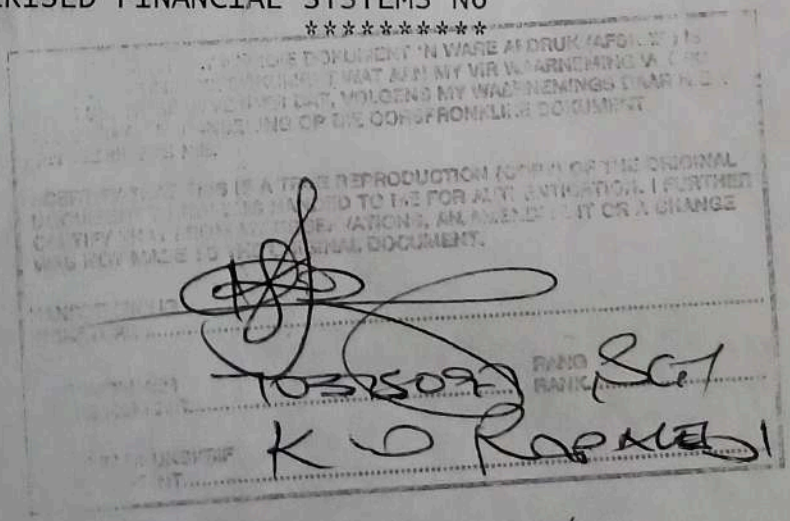
2017-12-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

COST AND MANAGEMENT ACCOUNTING N6
INCOME TAX N6
FINANCIAL ACCOUNTING N6
COMPUTERISED FINANCIAL SYSTEMS N6

****



Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
under delegated authority from the Quality Council for Trades and Occupations

366370741

QCTO
Quality Council for Trades & Occupations

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.

2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

1

I.D. No. 970215 5501 085

S.A.CITIZEN

SURNAME
ZITHA

FORENAMES
PACIFY BHEKUMUZI

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1997-02-15



DATE ISSUED
2014-07-21

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS

DRIVING LICENCE

SADC ZA SOUTH AFRICA

CARTA DE CONDUCAO

PB ZITHA

ID No: 02/970215550l085 MALE

Birth: 15/02/1997 ZA Restrictions: B

Licence Number: 40550004WR66 No: 1

Valid: 06/02/2026 - 05/02/2031

Issued: ZA

Code: C1

Vehicle restriction: 0

First issue: 28/02/2019

Prof. driving permit: D,G,P

Expiry date: 04/02/2026



I CERTIFY THAT THIS IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT IN MY POSSESSION AND THAT IT WAS SUBMITTED TO ME FOR THE PURPOSE OF MAKING THIS COPY. I MADE NO ALTERATIONS, ADDITIONS OR OMISSIONS TO THE ORIGINAL DOCUMENT.

SIGNATURE

DATE 8/7

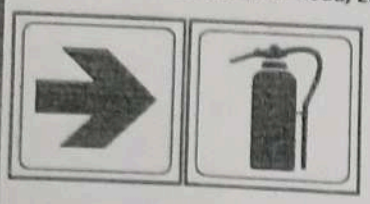
TETA13 - 318

SAQA
SOUTH AFRICAN QUALIFICATIONS AUTHORITY

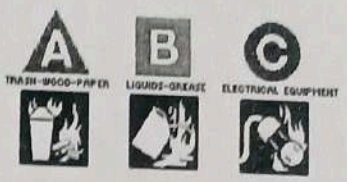
HAZCOM-DGR

FIRE & SAFETY DYNAMICS

15A Terrace Road, Eastleigh, Edenvale, 1609 - Tel: 084 810 6984 - Email: brendan@hazcom-dgr.co.za



This is to certify that

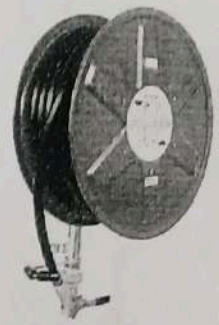


PACIFY BHEKUMUZI ZITHA



Identity №

970215 5501 08 5



has demonstrated the required competence in

Unit Standard ID:	Unit Standard Description	NQF Level	Credits
252250	Apply Fire Fighting Techniques	1	3

2026-01-06

FIRE & SAFETY DYNAMICS ACCREDITED PROVIDER EDENVALE HAZCOM DGR

Registered Assessor

Certificate Number: 0501 - 717

Assessment Date:
05-01-2026

Expiry Date:
04-01-2027

FSD
TRAINING IN FIRE, FIRST AID, OHS AND DANGEROUS GOODS

HAZCOM-DGR

Director: Training & Compliance

Issued without alteration

K.K.H

K.K.H

OPERATORS TRAINING AND PROJECT (PTY) LTD

TRAINING CENTRE REGISTERED IN ACCORDANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT 85--1993-DRIVEN MACHINERY REG NO 18, SUB REG 11 AND TRANSPORT EDUCATION TRAINING AUTHORITY CODE OF PRACTICE 0001-1992
REGISTRATION NO: 2012/040826/07 - TETA NO: 16-749

CERTIFICATE OF COMPETENCE

This is to certify that

ZITHA PACIFY BHEKUMUZI

Full Names & Surname

970215 5501 08 5

Passport / Identity No

Has successfully completed training and assessments in accordance with the occupational safety act, Demonstrating knowledge of the function of FORKLIFT planning for work activities, prepare work area, operating to and from site, starting and shutting A;



Unit standards
Date issued: 09/05/2023
Lifting capacity: 5 - 25 TONS
Level: 03
Certificateno:: 2918/575/23

no: 242974
Expiry date: 09/05/2025

Credits: 07
K.K.H operator training

77 1111 5555 22

MANANGER

INSTRUCTOR

For more information: cell: 0711634617/0110266121
This certificate is valid for a period of (2years) from the date of issue

FORKLIFT