BUISILE LETTIE MOKOKA

Thembisa
073 439 1681
buyisilemokoka10@gmail.com

Dear Hiring Manager,

I am excited to apply for the Driver position in your company. With extensive experience in professional driving, a Code 14 driver's license with a PDP, and a strong track record of safe and efficient transportation, I am confident in my ability to contribute to your company's operational success.

Throughout my career, I have gained hands-on experience in vehicle maintenance, route optimization, and compliance with South African transport regulations. My recent role as a Driver at Motus Aftermarket Parts Drive allowed me to refine my skills in GPS navigation, fuel-efficient driving, and accurate trip documentation. Additionally, my tenure at Luxliner reinforced my expertise in delivery coordination, trip expense management, and effective communication with dispatch teams and clients.

Key highlights of my qualifications include:
✔️ Safe and defensive driving with a commitment to road regulations and compliance
✔️ Excellent route planning to ensure timely and fuel-efficient deliveries
✔️ Strong record-keeping skills for mileage tracking, vehicle maintenance, and trip documentation
✔️ Ability to manage vehicle inspections and report any technical issues proactively
✔️ Professional customer service and communication skills to enhance client satisfaction

Beyond my technical driving expertise, I bring strong organizational and administrative skills, enhanced by my experience as an Administration Assistant at Super Rent. This background equips me with the ability to handle logistics, manage documentation, and maintain structured records efficiently.

I am eager to join your team and bring my driving expertise, reliability, and dedication in your company . I welcome the opportunity to discuss how my skills align with your company's transportation needs.

Thank you for your time and consideration. I look forward to your response.

Best regards,
Buisile Lettie Mokoka

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Personal Details

- Driving Licence : Code 14 & PDP

Objective

Reliable and skilled driver with a strong focus on safe driving, route optimization, and vehicle maintenance. Aiming to utilise expertise in compliance record keeping, and customer service to contribute to efficient and professional transportation services."

Education

2017 — **Training Force**
Business Practice

2010 — **Falcon Business Institute**
National Diploma: Office Computing

2004 — **Bokamoso Secondary School**

Grade 12

Experience

March 2024 - Current — **Motus Aftermarket Parts Drive**
Driver

- Follow road safety rules and use GPS to choose the fastest and most fuel-efficient routes.
- Perform regular vehicle maintenance and report issues while ensuring compliance with South African transport regulations.
- Maintain accurate records of trips, including mileage, fuel consumption, and delivery details, and handle related documentation such as receipts and invoices.
- Provide professional and courteous service to passengers or clients, addressing any concerns or special requests.
- Report any accidents, traffic violations, or incidents immediately to the appropriate authorities and departments.
- Efficiently manage schedules for pickups, deliveries, and appointments to ensure timely and reliable service.
- Ensure the safety and security of transported goods or passengers, including proper handling and storage.
- Communicate effectively with dispatchers, clients, and other relevant parties to coordinate and update on route status and issues.

Mar 2023 - Aug 2023 — **Luxliner**
Driver

- Recording daily trip details and managing delivery receipts, invoices, and proof of delivery papers.
- Keeping records of vehicle maintenance schedules, ensuring timely services, and documenting all related activities.
- Coordinating the driving schedule, managing transported goods, reporting inventory issues, and tracking trip-related expenses.
- Managing communication with the dispatch team, clients, or other departments for delivery updates and issues.
- Ensuring all driving licenses, permits, and vehicle documents are current and

properly filed.
- Recording and reporting accidents, incidents, or traffic violations, while supporting route planning by researching optimal routes and updating records.

Aug 2012 - Feb 2023

Super Rent
Administration Assistant
- Maintaining accurate records of financial transactions, invoices, and receipts.
- Inputting financial data into spreadsheets or accounting software, ensuring accuracy
- Oversee office supplies and equipment, keeping track of inventory levels and ordering replacements as needed.
- Receiving, answering and transfering calls (telephone etiquette)
- Managing employee expense reports and ensuring they are correctly documented and processed
- Facilitate effective communication within the office, coordinating with team members and external parties to ensure smooth operations.
- Manage office schedules and streamline processes to improve efficiency, while ensuring adherence to procedures and data protection regulations.
- Prepare and manage various documents, including reports, invoices, and memos, ensuring accuracy and timely submission.

July 2006 - July 2012

Super Rent
General Worker
- Ensuring that work areas, facilities, and equipment are kept clean, organised, and well-maintain
- Handling the loading and unloading of goods or materials from trucks or storage areas.
- Organising and managing inventory, including counting, labeling, and storing items properly.
- Following all safety procedures and wearing appropriate personal protective equipment (PPE).
- Performing any additional duties as required by supervisors or management.

Skills

- Computer literacy (Microsoft office)
- Organisational skills
- Communication skills
- Administration
- Attention to detail

Reference

- **Larry Mashau - Motus Aftermarket Parts Drive**
  Team Leader
  065 992 7293

- **Tumisho Leshilo - Super Group Consumer**
  SG Consumer
  011 387 3717

- **Lawrence Mathebula - Super Rent**
  Human Resources Specialist
  011 387 3366