NOMALANGA JESSIE NDLOVU

📞 081 288 8252 | ✉ Nomalangajndlovu73x@gmail.com
🔗 www.linkedin.com/in/nomalang-j-ndlovu-37b572213

PROFILE

Qualified and results-driven transport management professional with a Diploma in Road Transport Management and proven expertise in fleet coordination, logistics scheduling, compliance, and operational efficiency. Adept at optimizing fleet performance, reducing costs, and ensuring safety and regulatory adherence. Recognized for strong leadership, problem-solving, and the ability to meet tight deadlines in high-pressure environments.

KEY SKILLS

- Fleet & Transport Coordination

- Vehicle Usage & Maintenance Tracking

- Logistics Scheduling & Route Planning

- Compliance with Road Transport Regulations

- Budget Management & Cost Control

- Data Capturing & Reporting

- Staff Training & Team Leadership

- Customer Service & Relationship Management

PROFESSIONAL EXPERIENCE

- Fleet Clerk / Customer Service & Administration Assistant

Chamdor Driver Training Academy | Krugersdorp
2019 – 2020

- Coordinated and created transportation schedules for the fleet to maximize efficiency and reduce downtime.

- Monitored vehicle usage, service schedules, and fuel consumption to ensure cost-effective operations.

- Maintained and updated vehicle records, ensuring compliance with company policies and legal requirements.

- Assisted in the procurement of supplies and facilitated smooth operations of fleet logistics.

- Managed customer queries and complaints, ensuring high satisfaction levels.

- Field Operations Officer

Statistics South Africa | Ekurhuleni & Soweto
2021 – 2022

- Supervised field representatives to ensure operational targets and deadlines were achieved.

- Resolved field-related issues and maintained adherence to safety protocols.

- Conducted performance monitoring and compiled detailed progress reports.

- Fieldworker

Wits RHI | Ekurhuleni
2023

- Carried out scheduled patient follow-ups and updated health records.

- Maintained accurate data and ensured confidentiality while handling sensitive information.

- Supported operational logistics for field-based health programs.

- Financial Advisor

Old Mutual | Johannesburg North
2024 – Present

- Engage with clients to assess financial needs and provide tailored insurance and investment advice.

- Manage client relationships and maintain accurate records and reports.

EDUCATION

Diploma in Road Transport Management – University of Johannesburg, Dec 2022

Certificate – Explain Fundamentals of Project Management – Mpembe Project Management, Nov 2019

Certificate – Introduction to National Adherence Strategy & Basic HIV Management – Wits RHI, May 2023

Grade 12 – Ithemba Institute of Technology, Dec 2016

REFERENCES

Available on request.