NTHABELENG ALETTA MOKOENA

RESUME

PERSONAL INFO

- Female
- Passport: A0836191
- Driver License:
  Code 10 issued 2014 with PrDP
  Code 14 issued 2022 with PrDP + Dangerous Goods

CONTACT

0681169949/ 0736968765

MokoenaNthabeleng@gmail.com

2099 Paperbark Avenue
Mapleton Ext 12
Boksburg 1459

EDUCATION

2021 - 2022
COMMERCIAL TRANSPORT ACADEMY
Advance defensive and economical driving

2010 - 2011
SIYAFUNDA COMMUNITY TECHNOLOGY CENTRE
Introduction to PC Microsoft Office PC

2005 - 2009
VOSLOORUS COMPREHENSIVE SECONDARY SCHOOL
Grade 12

SKILLS

- Communication skills
- Computer literacy
- Administrative skills
- Attention to detail
- Interpersonal skills
- Teamwork
- Time Management
- Analytical skills
- Driving skills
- Organisational skills
- Research skills
- Safety principles
- Situational Awareness
- Patience and Responsibility
- Customer Service

CAREER OBJECTIVE

I am seeking employment with a company where I can use my talents and skills to grow and expand the company. I want to be part of the success in an environment of growth and excellence. I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

WORK EXPERIENCE

Onelogix trucklogix/Mpower (working at Sandowns Commercial Vehicle) Dec 2025 - Till date

Code 14 Truck Driver
- Driving different types of truck and buses manual and automation
- Manual split and automatic
- Ensure safe following route and convoy
- Inspection debrief keeping trip record
- Punctuality long and short distance delivery
- Scania, Man, Mercedes Benz, Sprinter, Faw, Shacman, Marco Polo, Isuzu, Sitrak, Iveco, Eicher and etc.
- For short distance and long distance
- East London, PE, Cape Town, Johannesburg, Polokwane and etc

Inyosi Scholar Transport and Bus Service 2022 - 2025

Bus Driver
- Ensuring safe delivery of passengers and school kids
- Following traffic laws and Bus inspection

Pick Up, Takealot & Bolt (flexible) 2022 - 2025

Driver
- Timely deliveries
- Ensure packages are delivered within designated time frames
- Safe Handling
- Load and unload parcels carefully
- Ensuring minimal damage
- Provide courteous service and address customer inquiries

Statistics of South Africa 2021 - 2022

Field operation officer
- Overseeing managing the collection data in the field
- Ensuring the quality and accuracy of data in the field gathered
- Managing field workers & supervisors
- Communication with various stakeholders and helping with recruitment

Old Mutual 2018 - 2021

Financial Advisor
- Identifying clients needs by going to different companies
- recommendations suitable financial products developing and implementing financial plans
- providing ongoing advice and support
- building strong clients relationship physically and telephonically

Mr Price Group 2013 - 2017

Sale Assistant and Assistant Store Manager

- Providing excellent customer service maximizing sales
- Maintaining store appearances
- Cash handling
- Stock room controller.
- Stocktaker
- Visual marchandiser
- Admin documents verification

REFERENCES

Peter Mlambo
Sandowns Commercial Vehicle
Postion: Manager
Phone: 0693591325 / 072 097 3700

Douglas Dube
Onelogix Trucklogix/Mpower
Postion: Manager
Phone: 0103500216 (Ext 125) / 0727560695

Gift Miya
Inyosi Scholar Bus Pty Ltd
Postion: Driver Controller
Phone: 072 737 8874

Clifton Marange
Pick up
Postion: Manager
Phone: 0614015199
Email: Clifton@picup.co.za

Thuli Mncube
Statistics of South Africa
Postion: Manager
Phone: 0827776395

Sifiso Hlatshwayo
Old Mutual
Postion: Manager
Phone: 0118929708 / 0632920366

Beauty Myambo
Mr Price Group
Postion: Manager
Phone: 0118921444 / 0839675914