Refelletse Patricia Mokhothu

7633 First Ruth Street, Thembisa, 1632

refelletsepatricia@gmail.com | 0606541946 | DoB: 10 September 2002

Personal Statement

Motivated Logistics Management graduate with practical experience in administration, supplier coordination, and supply chain operations within construction and retail environments. Possesses a strong understanding of logistics operations, cost control, scheduling, and compliance requirements. Skilled in data analysis, ERP systems, and monitoring productivity to support efficient operations and on-time deliveries. Detail-oriented, proactive, and able to work cross-functionally to improve operational performance, reduce costs, and maintain service excellence. Eager to grow in a logistics environment and contribute to efficient, reliable, and cost-effective operations.

Education

University of Johannesburg
Advanced Diploma in Logistics
01/2025 – 11/2025

Nelson Mandela University
Diploma in Logistics
03/2021 – 12/2023

Tholang S.S.S
Grade 10–12
01/2017 – 12/2019

Experience

Admin Clerk – Esor Construction

02/2025 – Present

- Capture and maintain procurement documentation, job cards, and financial data.
- Manage fuel card administration and monitor usage to reduce deviations.
- Process and verify credit applications and supplier paperwork.
- Monitor cash flow and support the procurement team with cost control initiatives.
- Track scheduled service intervals for equipment and maintain accurate records.
- Inventory management

Pick n Pay Learnership

12/2024 – 02/2025

- Learned core retail operations, supply chain processes, and inventory management.
- Assisted in stock control and customer service functions.
- Gained understanding of supplier relationships and logistics flows.

Volunteer Logistics Assistant – Postnet Waterfront

06/2023 – 07/2023

- Logged, received, and dispatched packages; generated invoices and shipment paperwork.
- Assisted customers with queries and ensured service accuracy.
- Developed organisational, customer service, and problem-solving skills.

Achievements

- Completed Excel Beginner Course
- Completed Excel Intermediate Course
- Completed ERP Systems Course

Key Skills

- ERP Systems (SAP, Oracle, Microsoft Dynamics)
- Knowledge of supply chain, logistics and purchasing processes
- Analytical & problem-solving ability
- Productivity and cost-monitoring awareness
- Good understanding of quality and operational performance
- Microsoft Office (Excel, Word, PowerPoint)
- Strong administrative and organisational skills
- Attention to detail
- Communication & interpersonal skills

- Reliable, assertive, proactive

References

Peter Makoni – Manager, Waterfront POSTNET (Gqeberha)
0415018600

Mr Titi – Assistant Manager, Pick n Pay (Matatiele)
0877505780

Dr Maome – Senior Administrator, Esor Construction
0723392369