CURRICULUM VITAE OF NICHOLUS TSEISI MAKOFANE

I am a hardworking, innovative, and reliable individual. I have broader experience in driving and transporting goods. I am experienced in administering deliveries and ensuring that the correct loads are delivered to the applicable recipient. I have experience in completing delivery notes, managing delivery schedules, and navigating routes. I always ensure that deliveries are done within the stipulated time and in pleasing conditions. I have mastered communication and time management skills. I have experience in office administration work. I have worked at a surgery, ensuring that patient information is stored in the right formats and their files are up to date, facilitating medical aid billing, and managing reporting from three different sites.

PERSONAL DETAILS

Surname	:	Makofane
First names	:	Tseisi Nicholus
Identity number	:	9504155398086
Gender	:	Male
Marital status	:	Single
Health	:	Excellent
Nationality	:	South African
Criminal record	:	None
Drivers licence	:	Code 10 and Code 14 with Public Driving certificate
Residential address	:	10526 Realeboga Street Olievenhoutbosch Rua Vista 0157
Contact numbers	:	076 017 5393 /070 727 0728
Email address	:	Nicholusmakofane@gmail.com/ pale973@gmail.com

QUALIFICATIONS

Secondary school attended	:	Noah's ark private School
Highest grade passed	:	Grade 12
Subjects	:	Maths Literacy Sepedi Home Language Religious Science Business Studies History English First Additional Language Life Orientation
Tertiary Qualification	:	Boston College
Qualification Name	:	Higher Certificate in Paralegal
Modules	:	Word Word Processing Excel Spreadsheets Introduction to the Study of Law Introduction to Business Law Business Law Media Law 1 Conveyancing Law Office Practice and Procedure Principles of Business Communication General Office Practice

Experience/Knowledge:

- Considerable experience in administering deliveries
- Knowledge of logistical requirements
- Knowledge of products and handling processes
- Experience in supervising delivery schedules and adhering to driving rules
- Experience in driving small to large loads

Computer Skills:

- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook

Technical skills and abilities

- Clerical and administrative skills
- Ability to communicate effectively with different people at all levels.
- Ability to work to deadlines and within defined standards.
- Ability to deal sensitively and appropriately with confidential information.
- Ability to undertake notes and instructions
- Ability to undertake comprehensive research on what is expected.
- High attention to detail
- Analytical and qualitative skills
- Excellent presentation and communication skills
- Excellent writing skills and documentation skills.

EMPLOYMENT HISTORY

Employer	:	MPSM Services (PTY) LTD
Job title	:	Code 10 Driver
Reporting to	:	Dineo Dibakwane – Supervisor
Year	:	2019 – 2022 and 2023- 2024
Reason for leaving	:	End of Contract
Contact for Reference	:	064 9444 905/admin@mpsmservices.co.za

Duties and responsibilities:

Transporting Water purification machinery equipment, water bottles, and water chemicals
Managing delivery schedules
Load and unload the delivery vehicle
Complete delivery notes
Maintain vehicle equipment and perform general motor vehicle maintenance as needed to ensure the vehicle's safety and cleanliness.
Capturing delivery notes on the system
Capturing clients' weekly orders on the system

Employer	:	Advanced Assessment Training (Placed at IHealth)
Job title	:	Learnership
Reporting to	:	Dr Nhlapo
Year	:	2022 - 2023
Reason for leaving	:	End of Learnership

Duties and responsibilities:
Manage client booking appointments for email and Zoom consultations.
Processing medical aid claims on EMD.
Opening or registering files for new clients.
Updating clients' files after consultation
Update the client's list with the latest personal information
Monitor payments from medical aid schemes and follow up on any missed payments.
Invoicing patients and medical suppliers on WIX.
File proof of payments.
Book patients with other specialists.

Employer	:	Mabs and Mabs (PTY) LTD
Job title	:	Code 14 Driver
Reporting to	:	Banele Nkuna – Managing Director
Year	:	2024 – 2025 May
Reason for leaving	:	End of Contract
Contact for reference	:	072 427 5308

Duties and responsibilities:
Transporting building materials using 34-ton trucks and double-diff trucks
Managing loads and deliveries of (Sand, Gravel, and Concrete)
Assist the teams in loading and unloading the vehicle
Managing delivery schedules
Complete delivery notes

Employer	:	Romans Catering
Job title	:	Code 14 Driver's assistance (Casual worker)
Reporting to	:	Madisha – Fleet Manager
Year	:	2025 October– Current

Duties and responsibilities:

Assisting the senior driver
Managing loads and deliveries of Pizza
Assist the teams in loading and unloading the vehicle
Managing delivery schedules
Complete delivery notes