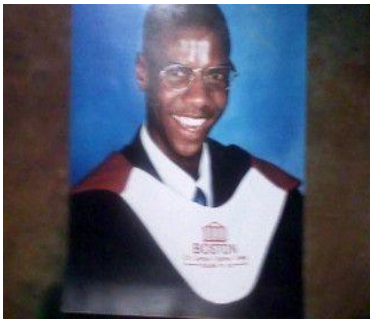
CURRICULUM VITAE



PERSONAL PROFILE:

SURNAME	**:** Chauke
NAME	**:** Phakiso
ID NUMBER	**:** 791113 5690 08 0
EE PROFILE	**:** African Male
HOME LANGUAGE	**:** Sesotho
OTHER LANGUAGES	**:** English, IsiZulu, Sepedi & Xitsonga
AVAILABILITY	**:** Immediately
DRIVER'S LICENSE	: Code 10 (C1) + PDP
CONTACT NUMBER	**:** 082 764 – 3206
E-MAIL ADDRESS	**:** Phakiso2020@gmail.com
HOME ADDRESS	**:** 3001 Oxbow Avenue; Ivory Park; MIDRAND; 1685

EDUCATIONAL QUALIFICATIONS

2000: SIR ISAAC NEWTON HIGH SCHOOL

SENIOR CERTIFICATE (GRADE 12) WITH EXEMPTION:

- Sesotho (1st Language)
- English (2nd Language)
- Mathematics
- Physical Science
- Biology
- Geography

2001: BOSTON BUSINESS COLLEGE

DIPLOMA - COMPUTER CLERK:

- Microsoft Office2000: Word, Excel, Access and PowerPoint
- Internet and E-mail (Outlook)
- Typing (50wpm)
- Intro. To Windows

2001: FINANCIAL MANAGEMENT INSTITUTION

DIPLOMA - ADMINISTRATIVE ASSISTANT / BOOKKEEPING:

- Life Skills
- Business English
- General Office Practice
- Intro. To Business Accounting
- Practical Bookkeeping Level 1 & 2
- Intermediate Accounting Level 1
- Pastel (Computerised) Accounting Version 5

2002: DALE CARNEGIE TRAINING

CERTIFICATE - PUBLIC SPEAKING:

- Management Skills
- Communication Skills
- Business Skills
- Leadership Skills
- Presentation Skills

EMPLOYMENT HISTORY

2025: BOLT – MY NEXT CAR (E-Hailing) - RANDBURG

- As a Driver
- Six Months working experience: 19 March 2025 – 24 August 2025
- **KEY RESPONSIBILITIES:**
  - ✓ Passenger Transport - Safely pick up and drop off passengers to their destinations
  - ✓ Customer Service - Greet passengers politely, assist with luggage and maintain professional and friendly demeanor
  - ✓ Vehicle Management - Maintain the cleanliness and roadworthiness of the assigned vehicle and ensuring all safety check are conducted regularly
  - ✓ Compliance - Adhere to all local traffic laws, Bolt platform requirements and company policies
  - ✓ Cash/ Card Handling - Manage all in vehicle transactions accurately and ensuring the correct fare is charged and payments are processed properly

REFS: GIVEN (FINANCE OFFICER)

Tel. Number: (010) 498 – 7173
Cell Number: 082 757 – 4348

Reason for Leaving: No Salary & Safety

2025: RETAIL SOLUTIONS (MAKRO) - WOODMEAD

- As a Stock Handler (Online)
- Ongoing contact from 01 February 2025 till to date
- **KEY RESPONSIBILITIES:**
  - ✓ Packing of stock in the correct and safe manner
  - ✓ Picking of stock as per picking document and procedures
  - ✓ Packing, sorting, moving, loading and off-loading of stock
  - ✓ Ensuring the stock loaded and dispatched is correct according to the delivery notes

REFS: WINNIE MESO (SUPERVISOR)

Tel. Number: (010) 271 – 3931

Cell Number: 083 331 – 0487

Reason for Leaving: Ongoing contract

2024: SHOPRITE - SESHEGO

- As a Receiving Assistant
- Nine Months working experience: 11 March 2024 – 13 December 2024
- **KEY RESPONSIBILITIES:**
  - ✓ Receiving and unload incoming stock and verifying the stock is correct according to the invoice
  - ✓ Report any damages or discrepancies to the supplier
  - ✓ Making sure that the damage area is clean all the time
  - ✓ Sort, label and store the stock in the designated areas
  - ✓ Stock room is clean and accessible at all times

REFS: THANDO THAVHANA (LINE MANAGER)

Tel. Number: (015) 233 – 9280

Cell Number: 072 295 – 6669

Reason for Leaving: Resigned

2017: <u>ABSA BANK - BOCHUM</u>

- As a Customer Service Clerk
- Five years working experience: 01 April 2017 – 20 December 2022
- **KEY RESPONSIBILITIES:**
  - ✓ Accurately determine customer needs through interaction and insuring processing is accurate
  - ✓ Deliver quick, quality and efficient customer service
  - ✓ Microsoft knowledge: excel, word, internet & e-mail (outlook) & SQL system
  - ✓ Assisting Clients to migrate to Digital Channels Platforms using: APP's, Internet & Cellphone banking and ATMs
  - ✓ Assisting with the Daily Printing of the Branch Listings and Actioning them
  - ✓ Adhere to legislation and regulatory requirements as applicable by CASA, FICA and NCA
  - ✓ Assisting customers in submitting correct FICA documents when opening a new accounts/ updating their profiles
  - ✓ Perform a KYC (Know Your Customer) Remediation on ABSA's internal "KYC" procedure and requirements
  - ✓ Increase sales target by focusing on exceptional customer service

REFS: SILAS CHOKOE (LINE MANAGER)

Tel. Number: (015) 505 – 7706

Reason for Leaving: Resigned

2005: <u>BIDAIR SERVICES – OR, TAMBO INTER. AIRPORT</u>

- As an Office Administrator
- Five years working experience: 20 May 2005 – 08 September 2010
- **KEY RESPONSIBILITIES:**
  - ✓ Render professional administrative support to the human resource manager
  - ✓ Processing leave forms and sick notes for the whole branch
  - ✓ Maintain the employees' database;
  - ✓ Scheduling training and workshops.
  - ✓ Compiling baggage reconciliation report for the stakeholders.

REFS: ANNEMARIE KOTZE (HR MANAGER)

Tel. Number: (011) 397 – 6555

Reason for Leaving: Resigned

2004: <u>VUKANIKIDS - SOWETO</u>

- As a Computer Training Consultant
- One year working experience (16/02/2004 – 12/12/2004)
- **KEY RESPONSIBILITIES:**
  - ✓ Offering Introduction to Computer for Educators
  - ✓ Completing Training Report for Stakeholders
  - ✓ Compiling Report for Fixing and Assembling Computers to Stakeholders

REFS: LLEWELLYN KOETAAN (PROJECT MANAGER)

Tel. Number: (011) 482 – 3930

Cell Number: 072 310 – 8393

Reason for Leaving: Project Ended

2003: NIKE FACTORY STORE / WAREHOUSE

- As a Storeroom Assistant
- One year working experience (15/01/2003 – 01/12/2003)
- **KEY RESPONSIBILITIES:**
  - ✓ Goods Receiving & Dispatching
  - ✓ Check stock against invoice
  - ✓ Managing the Sales and Cashiers Cash flow
  - ✓ Stand in for cashiers
  - ✓ Deliver float to cashiers, and later cash up
  - ✓ Offering Sales Assistant to Customers

REFS: MR. JOSHUA (MANAGER)
Tel. Number: (011)392 – 2903
Reason for Leaving: Casual

2002: SIR ISAAC NEWTON HIGH SCHOOL

- As an Admin Assistant (Intern)
- One year working experience (16/01/2002 – 05/12/2002)
- **KEY RESPONSIBILITIES:**
  - ✓ Render Professional Support to the Principal
  - ✓ Making sure all Tests & Exams are Typed and Filed for the Learners
  - ✓ Maintain Regular Time Tables and Examination Dates

REFS: MRS. R. MBATHA (PRINCIPAL)
Tel. Number: (011) 492 – 2454
Cell Number: 082 932 – 7053
Reason for Leaving: Future Prosperity

ABOUT MYSELF:

I'm very determine, intelligent, creative, paying attention to details, self – confident, self – reliable and self – motivated person, honest, hard-working and passionate to work individually and as a part of the team; ability to work under pressure and I'm eager to learn where my skills and experience won't meet the minimum requirements.