Ashraf Xolani Ntuli

PERSONAL INFORMATION

Mpumalanga, South Africa

074 626 3057

ashraf.xolani@gmail.com

ACADEMIC QUALIFICATIONS

2016
Management Assistant N6
Tshwane South TVET College

2015
Management Assistant N4
Tshwane South TVET College

2013
National Senior Certificate
Vukani High School

TRAINING

- She Rep - Apply Occupational Health, Safety & Environmental Principles NQF 3, 2017-01-01, Kahisano Skills Development & Training Services
- Safe Working with Materials & Tools NQF 2, 2017-01-01, Kahisano Skills Development & Training Services
- Underground Services - Laying of Water Pipes NQF2, 2017-01-01, Kahisano Skills Development & Training Services
- HIV & AIDS in the Workplace, 2017-01-01, Kahisano Skills Development & Training Services

COMPUTER LITERACY

- Communication Skills
- Teamwork and Collaboration
- Problem-Solving Skills
- Time Management
- Organizational Skills
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Data Capturing and Record Keeping
- Administrative Skills
- Interpersonal Skills
- Multitasking Abilities
- Ability to Work Under Pressure
- Adaptability and Flexibility
- Leadership Skills
- Decision-Making Skills
- Critical Thinking
- Planning and Coordination
- Conflict Resolution Skills
- Professionalism
- Reliability and Dependability
- Strong Work Ethic

DRIVING LICENCE

- C1

LANGUAGES

English: C2

Proficient

Ndebele: C2

Proficient

SUMMARY

Dedicated and versatile professional with experience in administration, customer service, technical operations, safety compliance, education support, and team collaboration. Possesses strong communication, organizational, and problem-solving skills with the ability to adapt quickly to new environments and responsibilities. Demonstrates a high level of professionalism, attention to detail, and commitment to delivering quality results. Reliable, hardworking, and capable of working effectively both independently and as part of a team. Eager to contribute positively to any organization while continuously developing skills and achieving professional growth.

EMPLOYMENT HISTORY

Current

Ticket Inspector | Ticktech

- Conduct routine ticket inspections to verify valid fares and compliance with fare requirements.
- Check waybills and check sheets for accuracy and completeness.
- Inspect buses for overriding passengers and report irregularities in accordance with company procedures.
- Report drivers who fail to follow company procedures, including failure to stop for passengers and driving in the fast lane.
- Ensure all fare procedures are followed correctly and consistently.

August 2020 - May 2025

Operator (Branding Machine) | GCI Printing and Manufacture

- Operated branding and printing machines according to production requirements.
- Set up machines and adjusted settings for different branding jobs.
- Monitored machine performance to ensure quality output.
- Loaded materials and products into the machine for branding or printing.
- Inspected finished products to ensure branding met quality standards.
- Performed routine machine maintenance and cleaning.
- Identified and reported machine faults or technical issues.
- Ensured accurate placement of logos, designs, and branding materials.
- Maintained production records and job specifications.

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EMPLOYMENT HISTORY — CONTINUED

September 2017 - May 2020

Quality Controller | Golden Onnes Group

- Monitored production processes to ensure products met quality standards and customer specifications.
- Conducted quality inspections and implemented quality control procedures to maintain compliance with company requirements.
- Identified quality issues and worked with relevant departments to implement corrective actions.
- Performed administrative duties, including preparing invoices, statements, and maintaining accurate production records.
- Assisted the payroll department with administrative tasks to ensure efficient payroll processing.
- Monitored stock levels and materials to maintain optimal inventory and support uninterrupted production.
- Conducted regular checks on raw materials and finished products to ensure quality standards were met.
- Assisted with design-related tasks as required to support production and customer requirements.
- Generated quality reports and maintained documentation for audits and compliance purposes.
- Liaised with clients regarding quality requirements and product specifications.
- Identified opportunities for process improvements to enhance product quality and operational efficiency.
- Assisted in business development activities by canvassing for new clients and presenting recommendations to management.

June 2016 - August 2017

Pipe Fitter / SHE Representative | Inyatsi Construction

- Installed and laid water piping systems according to project schedules, technical drawings, and work order specifications.
- Ensured all pipe fitting work was completed in compliance with safety and quality standards.
- Served as the SHE (Safety, Health and Environment) Representative, coordinating safety and quality training records, appointments, and compliance documentation.
- Promoted workplace safety by conducting inspections and ensuring adherence to health and safety regulations.
- Maintained accurate safety records and assisted with safety audits and reporting requirements.
- Ensured proper cleaning, maintenance, and storage of tools, equipment, and materials after each shift.
- Maintained a clean, organized, and safe working environment at all times.
- Collaborated with team members to complete projects efficiently and within deadlines.