FASO KENEIWE

PERSONAL INFORMATION

Address
1226 Thukela
Steet Vusimuzi
Section Tembisa
1632

Phone
061 239 1178 / 079 913 0328

E-mail
Keneuwefaso65@gmail.com

Gender
Femal e

African

D.O.B
30-09-1998

Nationality
South African
(980930 1225 087)

Home Language
Sesotho
(Speak, Read, Write)

Other Languages
English, IsiXhosa, IsiZulu, Sepedi
(Speak, Read, Write)

Health
Excellent

Disability
None

Criminal Record
None

Willing To Relocate
Yes

PROFILE

Having worked in different environments. My core values include focused service, ethics, and hard work. My versatility and ability to learn quickly have helped me grasp a variety of business application and disciplines. I am determined to success in any circumstances. I feel that my expertise and abilities may assist prospective employers flourish in their enterprises. My ambition is to work for a dynamic business that will challenge and utilize my current strengths and expertise, while also giving prospects for growth.

ACADEMIC RECORD

2024 — **Higher Certificate in Human Resource Management**
Boston City Campus

2017 — **National Senior Certificate (Matric)**
Ingqayizivele secondary School

EXPERIENCE

2024/04 - Current — **In-House Clerk**
Mte-Xpress Logistics

Duties & Responsibilities:

Maintain and update tracking information for inbound and outbound shipments

Manage and maintain day-to-day operations for assigned clients accounts within logistics department

Coordinate Collections and deliveries ensuring timely execution and customer satisfaction

Monitor shipments status and proactively resolve delays or delivery challenges

Liaise with drivers, operations and support teams to ensure smooth operations

Ensure all customer, Vendor and Product Information is correctly entered into the system

Document Processing and Verification

Capture data from delivery notes, invoices, waybills and other transport documents

Report & Record-Keeping, Generate daily, weekly and monthly reports on logistics operations , inventory levels, and shipments statuses

Assist in data analysis to improve efficiency and identity trends

Reference- Refiloe Maseli -Supervisor (081 421 1455)

ATTRIBUTES

Skills / Competencies

- Microsoft Office Skills
- Analytical Skills
- Office Administration process
- Coordination Skills
- Good Problem-Solving skills
- Documentation management skills
- Customer Responsiveness
- Time management
- Sense of high reliability and integrity
- Team Collaboration
- Ability to multitask
- Meeting deadlines

Interests

- Reading
- Writing
- Researching
- Engagement
- Travelling
- Financial Education
- Self-Development
- Multimedia

EXPERIENCE

2020/01-2023/11

Receiving Clerk -*Licensing Department (EMPD)*

Duties & Responsibilities:

Receiving , Verifying all documents before & after processing to ensure compliance,effective and deficient service delivery

To confirm documents on tracking system, perform vehicle registration and licensing

To verify all transactions on eNatis System as per approved submitted documents

Safe keeping forms

Execute the administrative tasks in provision of clerical and financial administrative support

Ensure that all revenue collected is accounted for

Adhere to specified standards Policies, and SOPs to prevent and reduce waste on financial resources and escalate associate risk

Ensure that face value documents and float is counted, recorded , and always keep safe as legislated.

Reference- Zabalaza Sibeko -Manager (071 544 4900)