VUYISA UKACHUKWU

EMAIL:lokwev@gmail.com/0696611862
D.O.B:1983/03/03
Kempton Park
Receptionist:Clerk:Administrator

CORE SKILLS

- Fleet Administration & Tracking (Ctrack, Webfleet, Freeway)
- Driver Allocation & Route Planning
- Data Capturing & Reporting
- Petty Cash & Expense Management
- HR Administration (leave, staff queries)
- Stock Taking & Invoicing
- Microsoft Office (Word, Excel, Outlook)

WORK EXPERIENCE

Team Leader GRV Clerk

Mega Chicks:April 2021-August 2025

- Scanning goods for sale
- Processing returns
- Balancing the cash register
- Recording purchases
- Barcode printinting
- Filling
- Recording of all received goods

Receptionist / Administrator (Temporary Assignments)

Various Companies | January 2020 – April 2021

- Provided reception and administrative support on temporary assignments
- Worked with companies including World Bank, Remgro, and Baroque Medical (Pty) Ltd
- Managed front desk operations ,calls ,visitors and office administration

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Receptionist / Administrator

Powerhouse Distribution | June 2019 – December 2019

- Answered, screened, and directed incoming calls
- Took and distributed messages via message pad and email
- Welcomed and assisted visitors at reception
- Captured data and processed orders

Reason for Leaving: Temporary position

Operations Administrator / Receptionist

Centurion Tours | January 2015 – December 2018

- Answered and directed incoming calls and emails
- Welcomed clients and provided customer service support
- Managed customer complaints and operational queries
- Fleet administration including fuel slips, odometer reports, vehicle inspections
- Applied for permits and operating discs
- Vehicle tracking using Webfleet and Ctrack
- Petty cash management and expense recording
- Prepared daily, weekly, monthly, and annual reports
- Driver allocation and route planning
- HR administration including leave applications and staff queries

Reason for Leaving: Company downsized

Site Clerk

UTI Pharma | January 2013 – December 2014

- Marked attendance registers and recorded weekly hours
- Fleet administration including odometer reports and fleet tracking
- Handled customer complaints (late deliveries, wrong orders, shortages)
- General administrative duties and reporting
- Route planning and invoice printing
- POD printing and debriefing

Reason for Leaving: Better opportunity at Centurion Tours

REFERENCES

Ms A Lokwe
Mega Chicks
Contact: 072 430 1500

Ms Tiny Agere
Powerhouse Distribution
Contact: 067 633 2857

Mr Haroon Ismail
Centurion Tours
Contact: 074 783 3569

South African Certification Council

SENIOR CERTIFICATE

Awarded to

VUYISA LOKWE

Date of Birth *1983-03-12*

Subjects passed

Xhosa : First Language	HG	D	50%-59%
English : Second Language	HG	D	50%-59%
Economics	HG	D	50%-59%
Accounting	HG	D	50%-59%
Business Economics	HG	D	50%-59%
Mathematics	LG	F *	33,3%-39%
Aggregate		M	950-1199

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I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Tommy Ferreira
Appointed Commissioner : PO-05/01/2024

Date: 2025 -11- 03

Fstop Photo Lab
Elgin Mall, Birchleigh, Kempton Park

*A result marked with * does not comply with the pass requirements for university admission*

ENDORSEMENT
None

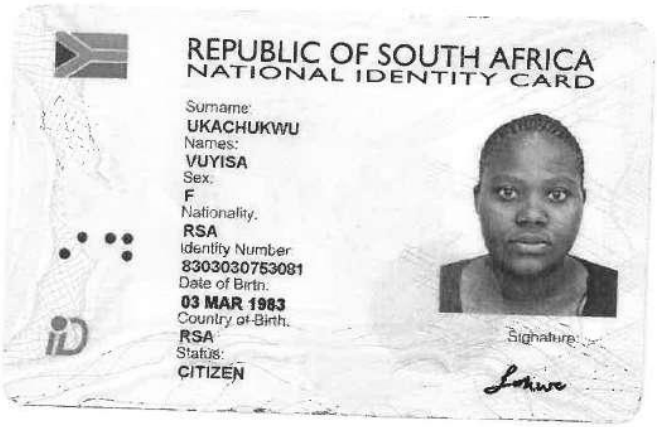
With effect from December 2000

Executive Officer

This certificate is issued without alteration or erasure of any kind

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REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
UKACHUKWU
Names:
VUYISA
Sex:
F
Nationality:
RSA
Identity Number:
8303030753081
Date of Birth:
03 MAR 1983
Country of Birth:
RSA
Status:
CITIZEN

Signature:

I certify that this document is a true copy of the original which was examined by me and that, from my observations, the original has not been altered in any manner.

SIGNATURE

Commissioner of Oaths - Tommy Ferreira
Appointed Commissioner : PO-05/01/2024

Date: 2025-11-03

Photo Lab
Elgin Mall, Birchleigh, Kempton Park



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