MANQOBA ANDILE HLATSHWAYO

CONTACT

072 057 8160

hlankomanqobaandile@gmail.com

14295 Masina Street Ext 2, kwaThema

EDUCATION

Ekurhuleni East TVET College
2013 - 2014
N5 Human Resources Management

Ekurhuleni East TVET College
2013
N4 Human Resources Management

SKILLS

- Proficiency in Microsoft Suite and other operational software
- Negotiation skills
- Problem-solving skills
- Organization and time management skills
- Respectful of deadlines and detail-oriented
- ERP knowledge
- Diligent and proactive

PROFILE

I would like to obtain a position that utilizes and further develops each of my skills and will allow me to work my way up into a position of more responsibility. To utilize my professional and skills experience with the intention of securing a professional career,with ample opportunity to tackle challenges and advance, while continuously building on my library of knowledge and skills.

WORK EXPERIENCE

OPERATIONS SUPPORT AGENT ASSOCIATE

FedEx Express

2023 - 2024

- Providing technical and administrative support for the day for the day-to-day operation of a business
- Ensuring the smooth operation of systems and processes
- providing administrative support
- coordinate deliveries of supplies and manage calendars
- efficiently and effectively assist the business's operations
- Expedite resources, tools, equipment and material
- Analyses, interprets and communicates a variety of information to support operations group

WORK EXPERIENCE

OPERATIONS SUPPORT AGENT

FedEx Express

2017 - 2022

- Maintain positive client and vendor relationship
- Monitor inventory
- Analyze and maintain operational data
- Ensure compliance with best business practices throughout organization
- Implement improved operational measures and policies that promote efficiency
- Ensure customer complaints are handled and resolved accurately and quickly
- Setting operational goals to meet and exceed expectations

WORK EXPERIENCE

SALES REPRESENTATIVE

Rand Outfitters

2016

- Open and close cash register
- Monitor inventory stock
- Increasing the store's sales
- Managed client database and contact information
- Maintaining an orderly appearance throughout the sales floor superior product knowledge

References are available upon request.

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Manqoba Andile Hlatshwayo

Identity number 9401125442088

Subject	%	Achievement level
IsiZulu Home Language	65	5
English First Additional Language	61	5
Life Orientation	75	6
Geography	48	3
Life Sciences	47	3
Physical Sciences	33	2

SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2020 -02- 09
TEMBISA

7261487-5 CB
RM Mululete

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2011

M.S. Lakometsi
Chief Executive Officer

120 4400 7884 M

This certificate is issued without alterations or erasure of any kind

UMALUSI

Council for Quality Assurance in General and Further Education and Training South Africa

2994561

(See reverse for more information)

H10163270

DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N4

HUMAN RESOURCES MANAGEMENT

AWARDED TO

HLATSHWAYO MANQOBA ANDILE

IDENTITY NUMBER

9401125442088

WITH EFFECT FROM

2013-07-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N4
PERSONNEL MANAGEMENT N4
MANAGEMENT COMMUNICATION N4
COMPUTER PRACTICE N4

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SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -02- 09
TEMBISA
SOUTH AFRICAN POLICE SERVICE

2619875 CS
RM Malatjie

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trade and Occupations

QCTO
Quality Council for Trades & Occupations

26739575Y

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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

CERTIFICATE OF ACHIEVEMENT
N5

HUMAN RESOURCES MANAGEMENT

AWARDED TO

HLATSHWAYO MANQOBA ANDILE

IDENTITY NUMBER

9401125442088

WITH EFFECT FROM

2014-07-01

INSTRUCTIONAL OFFERINGS PASSED

* *INDICATES DISTINCTION*

PERSONNEL TRAINING N5
LABOUR RELATIONS N5
PERSONNEL MANAGEMENT N5
COMPUTER PRACTICE N5
****

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SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2020 -02- 04
TEMBISA

Examination Officer

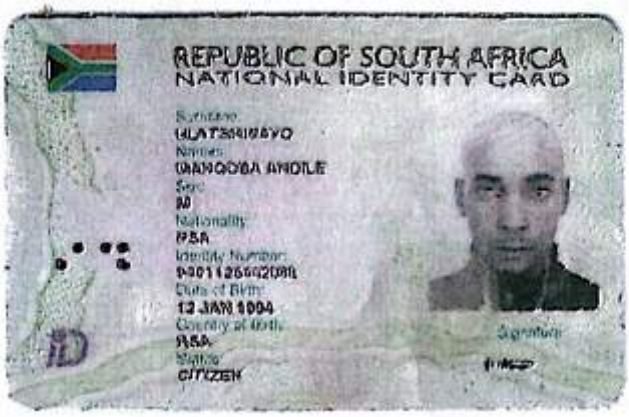
Director-General

Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trade and Occupations

QCTO

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NAAM/NAME

VAN/SURNAME

RANG/RANK

NOMMER/NUMBER 7267987-S

SAPS

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2026 -02- 09
TEMBISA