NTOKOZO JERRY SITHOLE

Night Controller | Fleet Controller

Address: 18157 Mbatha Street, Tsakane, 1550 | Cell: 068 088 1643 | Email: jerrysithole@yahoo.com | Driver's Licence: Code 14 (Valid) | South African Citizen

PROFESSIONAL PROFILE

Experienced Night Fleet Controller with over four years of experience in fleet management, night-shift operations, driver coordination, and breakdown control. Proven ability to monitor fleet performance, ensure vehicles are operational and dispatched on time, manage incidents and breakdowns, and maintain accurate operational and production reports. Able to work under pressure, after hours, and during weekends.

KEY SKILLS & COMPETENCIES

• Night shift fleet control and monitoring
• Fleet management systems and vehicle tracking
• Driver communication, briefing and debriefing
• Breakdown and incident management
• Vehicle inspections, servicing and repairs coordination
• Operational, production and financial reporting
• Administration, filing and record keeping
• MS Excel and computer literacy
• Strong attention to detail and problem solving

WORK EXPERIENCE

Night Controller – RS Regal Carries (Dec 2024 – Present)
• Manage and monitor night-shift fleet operations
• Track vehicle movements and ensure route, speed and schedule compliance
• Coordinate drivers and maintain constant communication
• Respond to breakdowns, incidents and emergencies
• Liaise with workshops, technicians and management
• Capture and maintain accurate operational data
• Compile shift handover and operational reports

Fleet Controller – Kingsley Beverage (Jan 2020 – Nov 2024)
• Planned and executed daily, weekly and monthly fleet operations
• Monitored fleet performance against production targets
• Managed fleet tracking systems (speeding, off-route, stoppages)
• Oversaw vehicle availability, inspections, servicing and repairs
• Maintained production sheets and operational documentation
• Distributed and collected logbooks, PODs and paperwork
• Compiled operational, financial and performance reports

EDUCATION

Senior Certificate (Grade 12) – Tsakane Ext 8 Secondary School
Subjects: Business Studies, Mathematical Literacy, Geography, Life Sciences

Information Systems Technology (Level 2) – Ekurhuleni East College (Springs)

ADDITIONAL STRENGTHS

• Practical knowledge of truck mechanical and electrical systems
• Experience in breakdown diagnosis and technical support
• Strong stakeholder and driver communication skills

• Flexible to work nights, weekends and extended hours

REFERENCES

Available upon request