CURRICULUM VITAE OF j s Selamolela

CAREER OBJECTIVES

I am an exceptionally passive worker who is always ready to work under pressure and can deal with any challenges that I come across with, I am goal driven, motivated and well-focused to perform any duty to the best of my ability.

CONTACT DETAILS

Contact number 0797366567
Email address selamolelajoel@gmail.com
Alternative number 0657871959

PERSONAL DETAILS

Full names & surname Joel Sebola Selamolela
Identity number 8510235718087
Gender Male
Nationality South African
Languages English, Sepedi and Zulu
Physical address 3681 cowfish
Kaalfontein Ext 7
Midrand
1685

PERSONAL STRENGHTS

- Willing to learn new things
- Able to work under pressure
- Easy to adapt
- Able to work with no supervision
- Team player
- Leadership skills

SECONDARY QUALIFICATION

Institution: Kgolouthwane secondary school (2002)

Subjects:	**grade: 12**	**symbol:**
English: Second Language	HG	D
Sepedi : First Language	HG	D
Afrikaans :Second Language	HG	F
Geography	SG	E
History	SG	C
Biology	SG	E

TERTIARY QUALIFICATIONS

Institution: Edutel
Qualification: warehousing and Retail Learnership NQF 2
Duration: 1 year

EMPLOYMENT HISTORY

Company: GP Retail Operations
Position: RF Loader
Duties

- Scanning outbound inventory
- Efficiently pick customer orders for shipment
- Ensuring that the correct number and type of product is loaded and shipped
- Assemble various types of merchandise for shipment carry or transport orders to shipping locations or delivery platforms

Duration: 2007 to 2013
Contact: Antonio king/083 461 3599/012 621 6000

Company: Woolworths DC (UPN)
Position: Ops assistant
Duties:

- Stock preparations for loading purposes
- Shrink wrap palletized stock for security to avoid damaged during loading
- Load trucks according to company schedule to archive on time delivery to store
- House keeping

Company: Woolworths (UPN)
Position: Ops admin
Duties:

- Assigning doors, delivery vehicles and service equipment for the daily task release and prepare stock to be loaded and monitor jobs in progress by viewing loads
- Handle questions or complaints from the stores/clients
- Compiling end of day reports

Duration: 2014- Current
Contact: Patience Nkuzo/0710709127

PROFESSINAL SKILLS

- MS Office
- Emailing
- Admin skills
- Telephone and communication skills

I JOEL SEBOLA SELAMOLELA DECLARE THAT THE WRITTEN INFORMATION IS CORRECT