KENNETH KGOTSO MACHABA

Gauteng, South Africa | 078 479 9600 | Kenneth.machaba@gmail.com
Code 10 Driver's Licence | Own Vehicle

PROFESSIONAL SUMMARY

Experienced Fleet Administrator and Vehicle Assessor with more than 11 years of experience in fleet maintenance, vehicle assessments, supplier coordination, and administrative support. Skilled in vehicle inspections, maintenance scheduling, quoting, customer service, Sage systems, TMS, compliance reporting, and Microsoft Office. Strong communication, problem-solving, and relationship management abilities with a proven track record in the automotive and transport industries.

CORE SKILLS

- Fleet Administration & Maintenance
- Vehicle Damage Assessments
- Customer Service
- Sage & TMS Systems
- Supplier & Dealer Coordination
- Compliance Reporting
- Route Planning & Logistics
- Microsoft Office & Outlook
- Quotation & Invoicing
- Communication & Teamwork

PROFESSIONAL EXPERIENCE

Fleet Administrator / Maintenance | Europcar Van Rental
October 2016 – November 2023

- Managed vehicle maintenance scheduling and service bookings nationally and locally.
- Coordinated with dealerships, suppliers, and tyre fitment centres regarding repairs and availability.
- Handled customer vehicle maintenance queries and maintained strong supplier relationships.
- Created supplier orders using Sage and assisted with payment and remittance processes.
- Updated compliance and service due reports using Excel spreadsheets.
- Planned routes and coordinated collection and delivery logistics.

Vehicle Assessor | Motus Autoworx
2023 – June 2025

- Conducted vehicle damage assessments for panel shop and speed shop repairs.
- Captured and submitted assessments and quotations using TMS on tablet devices.
- Prepared assessments for invoicing and repair approvals.
- Worked with SAVRALA repair processes and documentation.
- Maintained accuracy and efficiency in assessment reporting.

EDUCATION

Business Administration Certificate (NQF 4)
Siyaqoba Private FET College | 2014 – 2015

National Diploma in Tourism Management
University of Johannesburg | 2011 – 2014

National Senior Certificate (Matric)
Jiyana High School | 2007 – 2009

ADDITIONAL INFORMATION

- Languages: English, IsiZulu, N. Sotho, Xitsonga
- Nationality: South African
- Criminal Record: None
- Health Status: Excellent

REFERENCES

- Avindra Munsamy – Europcar Van Rental – 011 552 3700
- Mohammed Gaffoor – Motus Autoworx – 011 479 4000
- Jaymala Mistry – Europcar Van Rental – 011 552 3700