

# RAMASELE NOMSA KHOTA

## Contact


076 313 1080

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6560 Winnie Mandela Zone 2,
Tembisa, 1632


## About Me

A dedicated and responsible driver with extensive experience operating vehicles safely and efficiently. Skilled in planning, vehicle maintenance, and delivering excellent customer service. Highly adaptable, able to work independently or within a team, and eager to contribute to the success of the organization. Strong communication, time management, and problem-solving skills.

## Skills

- Communication Skill
- Listening Skill
- Reading & Writing Skill
- Telephone Etiquette
- Typing Skills
- Computer Literacy
- Ability to work alone
- Ability to work underpressure

## Education

### National Senior Certificate – 2015

*Mmolawa Secondary School*

2016 - 2020

Sepedi
English
Business Economics
Economics
Life Orientation
Mathematical Literacy
Accounting

### Certificate in End User Computing

*Siyafunda CTC*

2020 - 2023

certification demonstrating basic computer skills and knowledge, including MS Office, Windows, and internet applications

## Experience

### Takealot– Driver

2023-2026

1. Safely transported goods and clients to designated locations.
2. Maintained vehicle cleanliness and performed basic maintenance checks.
3. Planned and followed efficient routes to meet delivery schedules.
4. Ensured compliance with traffic rules and company policies.
5. Communicated effectively with clients and colleagues.
6. Reported vehicle issues and incidents promptly to management.

### Karooooo Logistics T/A Picup Technologies – Driver

2020-2023

1. Deliver and collect parcels/packages to/from customers
2. Ensure timely and safe transportation of goods
3. Maintain vehicle cleanliness and perform basic checks
4. Follow routes and instructions from dispatch team
5. Handle cash and POD (Proof of Delivery) processes
6. Communicate effectively with customers and team

## References

**Andrea J-Zone**
Manager - Karooooo Logistics
**Phone:** 072 077 5060 / 086 999 0393

**Lesogo Lesoalo**
Manager - Takealot
**Phone:** 021 891 0417

## Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge and belief

Ramasele Nomsa Khota