

AVELA NKONZO

Johannesburg, Gauteng

072 012 3833 | avelankonzo@gmail.com

PROFESSIONAL PROFILE

Operations Management graduate with an Advanced Diploma and Diploma in Operations Management, bringing hands-on experience in logistics coordination, warehouse operations, and transport support within a high-volume manufacturing environment. Experienced in supporting dispatch planning, monitoring deliveries, maintaining accurate logistics and inventory records, and coordinating with warehouse, customer service, and transport teams to ensure timely and efficient movement of goods.

Strong exposure to inventory control, FIFO application, stock reconciliation, delivery tracking, and ERP systems, with a solid understanding of logistics processes and fleet support functions. Detail-oriented, reliable, and able to work under pressure while managing multiple operational tasks and maintaining accurate documentation.

CORE SKILLS

- Logistics & Transport Coordination Support
- Dispatch Planning & Delivery Tracking
- Fleet & Delivery Record Keeping
- Inventory Control (FIFO, stock rotation, reconciliation)
- Goods Receiving, Picking, Packing & Dispatch
- ERP Systems (IFS; SAP / Oracle / JDE exposure)
- Stock Counts & Variance Investigation
- Warehouse Health & Safety Compliance
- Microsoft Excel & MS Office

PROFESSIONAL EXPERIENCE

Graduate Intern – Logistics & Warehouse Operations

Jotun Paints, Johannesburg | Jan 2025 – Dec 2025

- Received and inspected incoming goods and reported discrepancies
- Applied FIFO principles for accurate stock rotation and dispatch
- Processed customer orders in IFS and prepared goods for dispatch
- Assisted with dispatch planning and delivery tracking
- Conducted stock counts and investigated variances
- Maintained safety and housekeeping standards

Organisational Development Intern

South African Police Service | Mar 2023 – Mar 2024

- Maintained administrative and compliance documentation
- Assisted with reporting and coordination across departments

Junior Operations Assistant

University of Johannesburg | Apr 2019 – Sep 2019

- Maintained inventory records and supported stock management
- Assisted with reporting and operational support tasks

EDUCATION

Advanced Diploma in Operations Management – University of Johannesburg (2020)

Diploma in Operations Management – University of Johannesburg (2019)

Matric (Grade 12) – Vulcanindlela Secondary School (2014)

CERTIFICATIONS

Basic Fire Fighting Certificate

REFERENCES

Ronie Ngobeni – Warehouse Supervisor, Jotun Paints
ronie.ngobeni@jotun.com | 082 307 8883

Captain M. Joubert – Supervisor, SAPS
JoubertM@saps.gov.za | 078 163 6413

Rufus Morudu – Operations Manager, University of Johannesburg
rufusm@uj.ac.za | 072 773 1587