

# Curriculum vitae

## Personal details

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<b>Gender</b>	Female
<b>Nationality</b>	South African



## Profile

Dedicated and hardworking logistics professional with over 8 years of hands-on experience in supply chain operations including dispatch, returns administration, fleet control, and warehouse coordination. Currently completing a qualification in Logistics and Supply Chain Management at Regent Business College. Proven ability to manage complex inventory systems, streamline dispatch processes, and maintain high standards of quality and efficiency. Adept at working collaboratively across departments and committed to continuous growth and development.

Experienced Dispatch Team Leader with a strong track record in optimizing transportation logistics, improving delivery timeliness, and leading teams to achieve operational excellence. Skilled in fleet management, route planning, and coordinating with multiple stakeholders to ensure seamless supply chain activities within dynamic environments.

## Education

<b>2023 - 2025</b>	<b>Bachelor of Commerce in Supply Chain Management</b> <b>Regent Business School</b>
<b>2010 - 2010</b>	<b>National Senior Certificate (Matric)</b> <b>Marlboro Gardens Combined School</b> <ul style="list-style-type: none"><li>Subjects: Afrikaans, English, Math Literacy, Life Orientation, Business Management, Computer Studies, Tourism</li></ul>

## Employment

<b>Sep 2022 - Present</b>	<b>Dispatch Team Leader</b> <b>BCE Food Service &amp; Equipment, Johannesburg</b> <ul style="list-style-type: none"><li>Prepare route sheets and supervise container loading and documentation.</li><li>Daily quality checks on outgoing orders and monitor system updates.</li><li>Coordinate with other departments on overdue stock credits, export orders for dispatching, and consumable availability.</li><li>Manage fleet control functions: inspections, service bookings, and parts orders.</li><li>Lead and mentor a team of dispatch coordinators to ensure efficient daily operational workflows.</li><li>Implement and optimise dispatch procedures to enhance delivery accuracy and timeliness.</li></ul>
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- Collaborate with logistics and warehouse teams to streamline stock handling and order dispatch processes.
- Develop and maintain strong relationships with transport vendors and service providers to support fleet requirements.
- Coordinate vehicle inspections and maintenance schedules to ensure fleet reliability and safety.
- Supervise container loading processes to optimize space utilization and ensure accurate order fulfillment.

**Apr 2020 - Aug 2022**

**Receiving, Credits & Returns Administrator  
BCE Food Service & Equipment, Johannesburg**

- Processed incoming stock and ensured all goods met quality standards.
- Handled rejected stock dispatch and system transfer requests.
- Managed client claims and credit-related queries.
- Investigated stock discrepancies and prepared daily write-off reports.
- Coordinated the accurate logging and documentation of all received goods in the inventory system.
- Processed and validated returns ensuring compliance with company policies and accurate system updates.

**May 2019 - Mar 2020**

**Logistics Administrator  
Vita Aid, Johannesburg**

- Managed warehouse and consignment store transfers.
- Coordinated POD processing, bookings with DCs, and freight quotes.
- Used Pastel for invoicing, order processing, and quotations.

**Oct 2015 - May 2019**

**Warehouse Assistant  
NetFlorist, Johannesburg**

- Administered stock movements and system updates using Pastel.
- Performed stock takes, managed stock vacancies, and processed POs and GRVs.
- Supported Microsoft Outlook communication and inventory management.

**2012 - 2012**

**Data Capturer  
Danisco, Johannesburg**

- Updated and managed client data.

**2015 - 2015**

**Packer & Cashier  
Sebourne Express, Johannesburg**

- Maintained shelf stock levels and presentation.

**2008 - 2010**

**Stock Controller  
Mr Price, Johannesburg**

- Handled stock movement, receiving, and dispatch tasks.

## Skills

<b>Microsoft Office Suite</b>	Very good
<b>SAP</b>	Very good
<b>Pastel</b>	Very good

<b>QWIX</b>	Good
<b>Microsoft Outlook</b>	Good
<b>Driver Coordination</b>	Good
<b>Stock Quality Control</b>	Good
<b>Stock Discrepancy Investigation</b>	Good
<b>Credit and Claims Handling</b>	Good
<b>Route Planning</b>	Good
<b>Fleet Service Management</b>	Good
<b>Dispatch Operations Management</b>	Good
<b>Team Leadership</b>	Very good

## Languages

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<b>English</b>	Very good
<b>Tsonga</b>	Good
<b>Zulu</b>	Good
<b>Tswana</b>	Moderate

## Courses

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**2015** **Strategic Logistics Supply Chain Management Core Skills**