

Cover Letter

Dear Hiring manager

I am writing to express my interest in the opening position at your company, with extensive experience in FMCG and team management, I bring a strong track record of enhancing productivity, optimizing processes, and fostering a positive workplace culture. I am confident that my skills and dedication would be an asset to your team.

In my previous role, I effectively trained students in sample preparations, consistently delivering on time and in line with quality standards. By taking ownership of processes and sample preparation continuous improvement initiatives, I helped increase operational efficiency and enhance overall quality. For example, I managed to run some production trials and utilized data analysis and statistical tools like Excel to monitor key performance indicators (KPIs), identify trends, and make informed decisions that improved productivity and reduced costs.

My approach to team management emphasizes clear communication, constructive feedback, and maintaining high morale. I established clear work expectations, recognized performance, and ensured tasks were prioritized effectively to meet shifting operational demands. This proactive approach not only kept employees motivated but also optimized resource utilization across all production functions.

Furthermore, I have demonstrated strong problem-solving skills in overseeing production operations. I identified areas for process improvement and implemented solutions that streamlined workflows, resulting in more efficient production activities. I am particularly adept at leading teams in problem resolution, using root cause analysis to address underlying issues, and developing practical strategies that drive sustainable results.

I am excited about the opportunity to bring my experience in production management and my passion for continuous improvement in everything I do. I am confident that my background aligns well with the requirements of this role, and I look forward to discussing how I can contribute to the continued success of your distribution operations.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in further detail.

Sincerely,

AP Zacharious

Areas of Expertise

Professional skills:

Production Management | Inventory Control | Team Leadership | Problem-Solving | Data Analysis | Process Improvement | Communication Skills | Time Management | Safety Awareness | Customer Service | Materials Handling | Root Cause Analysis | Interpersonal Skills | Analytical Thinking | Adaptability | Attention to Detail | Conflict Resolution Project Management

Technical skills:

SAP | Microsoft suite (excel, power point, word, ms teams and more) | Google docs

Aphiwe Zacharious

Contact Details



060 350 8199



aphiwezp@gmail.com



Benoni

Expertise:

Production, Research & Development and Machine operator.
End user Computing
Micro Soft Suite (office 365)



910131 1141 086

Code C

Personal statement

I am a dedicated and results-oriented professional with a passion for continuous learning and growth. Over the years, I have refined my skills, and I am committed to leveraging my expertise to contribute effectively to any team or project. My strong work ethic, adaptability, and problem-solving abilities enable me to excel in dynamic environments. I am excited to embrace new challenges and bring my enthusiasm for success to the next chapter in my career.

Experience:

Machine operator (Clayville)
22 – October 2022

PepsiCo:

- Operating the machines.
- Making sure that the product is packed accordingly.
- Supervising potential issues arising on the machine and fix them.
- Ensuring proper packaging before sending them to the other departments.
- Assuring that we producing the good quality product.
- Trouble shooting all the problems found in the line and solve them.
- Raise Job card and assist maintenance where possible.
- Housekeeping and making sure that everything is kept well.
- Doing Stock take every month.
- Interact with production team to evaluate the daily run.
- Monitor set up targets from the planner to production.
- Led daily safety meetings and conducted safety observations to
- Identify and correct unsafe behaviours, ensuring compliance with food safety protocols and maintaining a safe work environment.
- Health & Safety Representative
- Accident Incident investigations reports
-

References

Name: Micheal Mokoetla

Position: Production supervisor

Cell: +27 82 471 7579

Mail: mampesa,mokoetls@pepsico.com

Company:

PepsiCo (Simba)

Responsibilities

- Sample preparation.
- Making sure that the quality of the product is in spec and in good condition.

<p>Position: Lab/Seasoning Technician</p> <p>May 2017 – April 2022</p>	<ul style="list-style-type: none"> • Running trials from small scale to the bigger scales. • Compiling the results and share them to the team. • Communicating with the suppliers. • Shipping of sample to the management. • Checking the final product if it is on spec before releasing it. • Running 1st production to monitor how the product perform. • Ensured proper packaging and storage of samples for food safety and quality assurance and adherence to food safety principles. • Review and analyse daily trip sheet and feedback to my superior. • Support artwork process to ensure compliance to labelling regulations and lead sample by preparation for listing of new products into stores. • Managed good housekeeping maintenance in the pilot plant lab. • Performed daily calibration of equipment (salt titrators, soxtec and moisture) and ATP testing of food-contact surfaces. • Supported sodium reduction to comply with the WWP requirements by collaborating with product developers in sample preparation. • Conduct training on new students. • Understand spec and make sure all the products correspond. • Analyse weekly reports & present. •
<p>References</p>	
	<p>Name: Xolelwa Nzuzo Position: Product Developer Cell: +27 60 997 5561 Mail: Xolelwa.nzuzo@pepsico.com Company: PepsiCo</p>
<p>Company: PepsiCo (Simba)</p> <p>Position: General Worker</p> <p>Date: September 2012 – May 2017</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> • Ensured high level of customer service. • Represented the company in relations with external business partners and provide them first level support for ordering and shipping process. • Coordinated the process and follow up the orders from third party distributors. • Supervised potential issues arising and timely communicate them to related partners. • Consistently took part in continuous improvements initiatives to ensure process standardization.
<p>References</p>	
	<p>Name: Ephraim Position: (Blu)supervisor Cell: +27 69 342 5120 Company:</p>

		Blu
Education		
Diploma	Institution: Course: Year:	Production Management Institute (PMI) Operation Management 2022-2025
Certificate	Institution: Course: Year:	Oxbridge Academy Occupational Health and Safety 2016
Certificate	Institution: Course: Year:	Quest Computer skills Centre Office Administration 2013
Certificate	Institution: Course: Year:	Zwelibangile SSS Matric 2009