

DESTINY SHOMOLEKAE

INVESTMENT AND PARTS ADMINISTRATOR

destinyreabetswe@gmail.com 364 Pretoria Ave, Ferndale, JHB, 2194

0766055807

CODE 10 License

PROFESSIONAL SUMMARY

Detail-oriented Information Management with 2+ years of experience in Material Handling and Administration in the corporate world and a warehouse environment in filing and archiving documents, processing purchase requisitions for Non-DNI parts and sundry orders using the DFE Platform. Proven track record of filing trip sheets and parts invoices, ordering parts through generating Purchase orders through the DLP platform and parts record keeping in Kerridge software. In Material Handling I assisted with parcel registration at the dispatch area, performed material handling functions and knowledge in how bin locations work and how to pick and bin parts accurately.

PROFESSIONAL EXPERIENCE

Parts administrator/ Material Handler/ Boutique Receptionist intern

Daimler Trucks of Southern Africa | Centurion

August 2024 – July 2025

- Processed purchase requisitions for Non-DNI parts and sundry orders using the DFE Platform.
- Extract warehouse bin lists from Autoline (Kerridge) and summarize them in Excel.
- Manage filing of drivers' trip sheets and all parts invoices.
- Handled parts-related queries and provide Proof of Delivery (PODs) and feedback to the Accounts Department.
- Supply the Workshop Department with Picking Slip documents as needed.
- Ensured all supplier documentation was handed over to the Accounts Department promptly.
- Bin locations and also pick and bin parts in the warehouse accurately.
- Assist with parcel registration at the dispatch area.
- Perform material handler functions.

Youth Profiler

Dept of Sports, Arts Culture & Recreation | JHB

December 2023 - June 2024

- Profile households, schools and councilors on sports that the youth needs in the community.
- Discover new talent from youth.
- Capture data and submit.
- Reach daily target for surveying purposes.

Investment administrator Learnership

FNB | Sandton

September 2021 - August 2022

- Attend day to day meetings with Microsoft Teams.
- adhere to the FNB Quality check procedure on all new investment applications by ensuring they meet the FICA requirements.
- Values seeing to Customer Services Enquiries
- make use of VMware software, AWD and the Appian website.

Cashier

Pick n Pay Coachman's | Bryanston

January 2019 - May 2021

- Scan items by using the point of sale (POS) at the tills.
- Have customer service skills to be able to engage with customers
- Make use of electronic payments and purchases.

EDUCATION

Bachelor of Information Science

University of South Africa

Graduated: Ongoing

Higher Certificate in Archives and Records Management

University of South Africa

Graduated: 2023

Certificate in Project Management

Imsimbi Training (Services SETA)

Graduated: 2022

SOFT & TECHNICAL SKILLS

- Analytical and problem solving
- Good conflict resolution and organizational skills
- Time keeping skills
- Attention to details
- Good decision making
- Proficient in AWD software system
- Knowledge of Kerridge software

REFERENCE

Stephan Crause | Warehouse Manager | 082 654 8953

Dyndo Mathebula | Supervisor | +27 68 588 9768

Sheri-Anne Jacobs | Team Leader | 076 553 5889

Yianni Raftopoulos | Managing Director | +27 82 445 3635