

NTOKOZO MNGUNI

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PROFESSIONAL SUMMARY

Diploma in Road Transport Management (Freight) graduate with hands-on experience in logistics support, transport documentation, stock control, and administrative coordination. Experienced in SAP and QuickBooks, with strong knowledge of compliance, reporting, and operational processes. Detail-oriented and highly organized, seeking an entry-level role in logistics, fleet operations, or supply chain coordination.

CORE COMPETENCIES

- Logistics Coordination
 - Transport Documentation & Compliance
 - Fleet & Courier Coordination
 - SAP System
 - QuickBooks
 - Stock Control & Inventory Support
 - Data Capturing & Reporting
 - Order Processing & Invoicing
 - Customer Service & Stakeholder Communication
 - Microsoft Office (Excel, Word, Outlook)
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PROFESSIONAL EXPERIENCE

Administrative Assistant

Apollo Instrumentation – Randpark Ridge
May 2023 – August 2023

- Provided administrative and logistical support in a fast-paced business environment.
- Processed orders, quotations, delivery notes, and invoices.
- Captured payments and maintained financial records using QuickBooks.
- Compiled operational and service reports for management.
- Assisted with stock control and service inventory tracking.
- Coordinated courier services and managed incoming and outgoing parcels.
- Arranged business travel including flights, accommodation, and transport.

Customer Onboarding Consultant (Part-Time)

JD Group – Sandton

December 2021 – May 2023

- Processed customer applications and verified documentation.
- Conducted biometric verification and DebiCheck mandate processing.
- Utilized SAP to manage applications and maintain accurate records.
- Assisted with fraud checks and compliance procedures.
- Compiled performance statistics and internal reports.
- Delivered professional customer service in a high-volume retail environment.

Administrative Assistant

Asteri Primary School – Hillbrow

May 2022 – June 2022

- Managed learner records and administrative documentation.
- Performed data capturing and filing.
- Coordinated meetings and scheduled appointments.
- Supported communication between staff, parents, and stakeholders.

EDUCATION

Diploma in Road Transport Management (Freight)

University of Johannesburg

2021 – 2025

Computer Literacy Certificate (Office Management)

Siyabonga Telecentre

2021

National Senior Certificate

Rand Girls School

2020

ADDITIONAL INFORMATION

- Strong attention to detail and accuracy
 - Ability to work under pressure and manage multiple priorities
 - Willing to relocate within Gauteng
 - Available immediately
- References available upon request