

# Precious Dineo Mkwanzazi

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## Objective

- My main career objective is to secure myself a stable work position with a job security in a reputable company/organization in order for me to smoothly expand my learning and development endeavors to better equipt my knowledge and experiences.
- I aim to secure a career opportunity and maintain my professional standards by establishing a continuous training development in order to ensure I remain an asset than a liability by utelizing very well my skills and training while making a positive impact on the company's/organization image.
- I strive to keep up with whats expected of me from my employer, while I use every feedback I receive as a way of postively improving even more.
- Last but not least I want to work for a company that will give me a sense of belonging, job security, financial stability, continuous growth and personal/professional development.

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## Personal information

- Nationality: South African
- Gender: Female
- Driving Licence: Code 10 (C1)
- Place: Tembisa
- Date of birth: August/29/1993
- Marital status: Single

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## Education

### Masiqhakaze High School

Matric  
65%

2012

### Damelin College Boksburg Campus

Diploma in Human Resources Management  
75%

2015

### Damelin College Boksburg Campus

Short Certificate in Proccurement and Supply Chain Management  
60%

2017

### Resonance Institute of Learning

NQF 5 in OD-ETDP  
80%

2017

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## Experience

### Ekurhuleni Municipality

HR L&D Admin Learner/Intern

*Feb-2016 - Jan-2018*

- Arranges meetings by scheduling appropriate meeting times.
- Plan and schedule training interventions by booking of training rooms.
- Manages professional correspondence by sending and replying emails.

- Assists training officers in planning and arranging training interventions, including organizing catering and refreshments.
- Manages reception area and looks after clients/visitors.
- Answers phone calls and transfers them as necessary to the relevant person.
- Prepare monthly stats reports using pivotal excel sheets as assigned.
- Creates relevant documents for information gathering of trainees, (timesheet, agenda, and time table).
- Take minutes during meetings.
- Assists HR Training Senior Clerk with purchase orders and invoices.
- Maintains accurate records for employee time sheet and leave forms.
- Photocopy, scan and files appropriate documents as needed.
- Assists the Training Officer with conducting an induction every first day of the month for all newly appointed employees.
- Roster employees for all training interventions after skills gap is done.
- Assists Training Officers in formulating a training plan.

### **OrthoXact**

*Aug-2022 - July-2023*

Warehouse POD Clerk/Admin

- Assists the dispatcher in the process of dispatching loan sets and implants to and from customers/clients.
- Assists in conducting loan sets/implants inspection for damages, quantity, missing and expiry.
- Participate in conducting cycle counts and annual stock take.
- Generate delivery notes.
- Ensure paperwork is safe, secured and attached together with delivery notes.
- Give instructions to drivers to collect and deliver sets to and from hospitals
- Ensure all documentation is filed and kept as per ISO requirements.
- Managed correspondence by sending and replying emails.
- Receiving and confirming loan set bookings through call phone.
- Put and update bookings and returns of sets on the time tree app/system.
- Work together with loan sets coordinators to ensure sets are delivered and collected.
- Assists with courier bookings.
- Ensure bookings are put on the board and gets updated daily.
- Ensure I case track all cases/bookings and update it daily.
- Transfer stock from one location to another on SYSPRO system.
- Appropriately file/store documents.
- Overall warehouse/admin assistance.

### **Rhenus Logistics**

*Aug-2023 - July-2024*

Export Billing Clerk/Admin

- Ensure delivery and payments are confirmed by sending commercials and tax invoices to clients daily.
- Ensure excellent services to external and internal clients by adhering to company policy, procedures and SOPs.
- Assists and resolve all external and internal queries from clients.
- Responsible for all admin duties and document control flow.
- Manages professional email correspondence.
- Monitor export orders on Warehouse Management System (WMS) on (Cello) and (Nerp) systems.
- Ensure the monitoring of the flow of wave/order creation of exports is done and orders are created as per clients request.
- Work together with pickers and packers to ensure export orders are picked/packed and dispatch notes created on WMS Cello as per client request.
- Create SR on WMS for creation of finalized documentation to dispatch/handover shipment.
- Book in accordance to cargo and courier as per shipment destination.
- Appropriate filing of documents the (PODs, Invoices and Received Confirmations).
- Ensure all exports are billed and balance before leaving the warehouse with courier.

- General office admin and coordination.
- Professionally answer phone calls and respond to client.
- Verify accuracy of data on contract from sales rep/coordinators before entering on system (Listener System)
- Locate and correct any visible data errors by confirming its integrity.
- Capture correctly into the financial system used (Listener) as required and double-check to ensure accuracy of data.
- Liasing with clients.
- Prioritise urgent contracts and ensure they captured accurately.
- Support supervisor with admin tasks.
- Ensure compliance of SOP and ISO.
- Smooth data entry and admin by confirming banking details, contact details and address from clients contract.

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### **Skills**

Filing compilation

Record keeping

Computer Skills

Presentation skills

Intellectual skills

Interpersonal skills

Endurance

Leadership skill

Customer Service

Administrative Skills

Time Management

Peoples Skills

Communication Skills

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### **Reference**

**Mzwandile Mahlangu**  
HR L&D Training Officer  
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**PRECIOUS DINEO MKWANAZI**

*P. S. Mkwanazi*