

# CURRICULUM VITAE FOR TSAKANI REJOYCE MASHELE

Logistics Admin Coordinator

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## **PROFILE**

I am a detail-oriented Logistics Admin Coordinator with 6 years of experience managing international (cross-border) shipments in the DRC, Tanzania, and Zambia. I specialize in intermodal and multimodal transportation, ensuring strict adherence to global trade regulations and customs compliance.

I am skilled in preparing accurate customs documentation, including commercial invoices and packing lists, and in tracking shipments using advanced logistics software such as Neurored TMS, SCM System, Navision, Navitrans, and QlikView. I excel at resolving discrepancies efficiently and have a proven track record in data analysis and vendor management. I am committed to fostering seamless global supply chain integration and supporting team success.

I hold a Diploma in Accounting, a certificate in Import and Export Logistics with Global Intercoms, and a certificate In Logistics and Shipping: Supply Chain Management. I am currently pursuing a Bachelor of Business Administration in Logistics and Supply Chain.

## **SKILLS AND KNOWLEDGE**

- Strong admin, logistics, finance and accounting knowledge and skills.
- Proficiency in Microsoft Office, Pastel Partner and Intermediate skill in SAP.
- In-depth understanding of Neurored TMS and SCM System, Navision, Navitrans, QlikView, mix telematics, Ramco systems and other Software to help manage fleet.
- Ability to handle complex assignments effectively and managing large quantity of data
- Excellent attention to detail and organized with solid work ethics.
- Ability to effectively convey messages to internal and external counterparties.
- Proven ability to work effectively in a team and independently with good communication and interpersonal skills.
- Quick learner with ability to adapt to unique and changing circumstances
- Adhere, familiarize / update myself regularly with the legislations, standards, policies and procedures to enable to perform duties effectively

## **PERSONAL DETAILS**

Surname:	Mashele
First Name:	Tsakani Rejoyce
Contact Details:	063 845 6501 bvuma.tr@gmail.com
Home Address:	5 Rocky place, Granite crescent Sienna Complex Monavoni, Centurion, 0157
Gender:	Female
ID Number:	941112 0897 087
Driver's license:	Code 10 / C1

## PROFESSIONAL EXPERIENCE

Impala Terminals South Africa  
Logistics Admin Coordinator  
2 January 2025 – 31 December 2025

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### Responsibilities:

- Inputting transport/FOB/Ocean Freight data into the system.
- Review project PnL to ensure accuracy and validity.
- Review truck tracking reports & analyse cargo movements.
- Settlement proposals are issued to vendors accurately and on time.
- Perform quality review audits on projects completion and timeous submission to Finance for invoicing.
- Ensure that projects are correctly set up within the system in terms of project SOPs & Quotations.
- Review truck data received from sites and upload data into system.
- Ensure that sell & buy rates charged agree to quotations and authorised price lists.
- Review all PODs and related documents for completeness and accuracy before invoicing.
- Issue purchase Settlement Proposals (i.e. purchase orders) to vendors (transporters, warehouses etc.) once services are rendered.
- Upload supporting documents into online document management system. Review of projects and submit to finance team for invoicing.
- Ensure that all transport projects are correctly closed off and relevant documents are archived.
- Perform quality control reviews on completed projects.
- Manage relationships with carriers and vendors to ensure delivery of goods.

### Achievements:

- Resolved client inquiries by sticking to KPI, maintaining a high satisfaction rate and retention rate.
- Successfully managed large scale of projects, ensuring vendors are paid Timeously and projects are invoiced within the prescribed time.
- Monitored, analysed and reported on key performance indicators.
- Developed and maintained a database of all shipments.

Andrew Shirindzi Logistics (Pty) Ltd  
Logistics Administrator  
16 September 2019 – 30 October 2024  
Reason for Leaving: End of Contract

- Responsibilities:
- Use company-provided tools to track planned versus actual driver trips.
- Identifying and reporting any discrepancies, including unplanned stops, extended stops, and route deviations to management daily.
- Compile a detailed report tracking driver violations, ensuring ease of monitoring and review.
- Share the violation report with management weekly, including a comparison of violations and calls made to drivers for follow-up
- Prepare and issue daily COCs for customers, based on the list of those requiring these certificates.
- Ensure all returned invoices are signed and recorded. Capture invoice information daily in the trip sheet and invoice register.
- Capture sales orders and picker KPIs in Excel daily
- Conduct pre-departure briefings with drivers, ensuring they are fully informed about delivery expectations.
- Record and report on driver overtime.
- Assist with the development and implementation of Standard Operating Procedures (SOPs) within warehouse and distribution departments.
- Maintain up-to-date logistics files
- Receiving orders and checking against stock and inventory records.
- Coordinating stock counts.
- Monitoring supplier performance and analyzing discrepancies.
- Communicating with internal and external stakeholders.
- Planning and forecasting ordering of inventory items such as stock, equipment and parts.
- Monitoring inventory levels and planning delivery schedules.
- Creating reports and analyzing performance against key performance indicators.
- Investigating supplier options.
- Perform any other reasonable tasks assigned by management.

Achievements:

- Utilized logistics information technology, thereby, optimized logistics procedures.
- Trained logistics staff including pickers and delivery drivers as part of their induction program.

Tshwane University of Technology  
Student admin assistant  
5 January 2015- 7 July 2017  
Reason for Leaving: End of Contract

Responsibilities:

- Issue out student accounts statements.
- Processing student enrollments and withdrawal.
- Monitoring online applications.
- Maintaining student files, ensuring that all documents and correspondence are kept orderly and safely.
- Receiving incoming calls, take messages and route to appropriate staff.
- Assist and mentor students in picking courses suitable to their interest and needs.
- Perform clerical duties, data entry and customer service.
- Manage queues and direct students to the appropriate departments.
- Assisting the finance department with ad hoc tasks.
- Maintaining general office files, including job files, vendor files and other files related to the company's operations.
- Ensure Office supplies are ordered when required.
- Ensure documents are filed timeously and in order.
- Liaise with internal and external stakeholders to resolve any queries.
- Manage employee's timesheets.

Achievements:

- Ability to reach daily targets on time
- Exceed the Limit Required

## ACADEMIC QUALIFICATIONS

1.

### **Bachelor of business administration in logistics and supply chain**

Rosebank College

January 2023 – to present

2.

### **Certificate: logistics, transportation and supply chain management**

#### **Certificate: Export, Import logistics with global intercoms**

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November 2024

3.

### **National Diploma: Accounting**

Tshwane University of Technology

January 2016 – July 2019

Modules completed:

Auditing 3

Advanced law module 3

Business information systems module 2

Cost and management accounting module 3

Financial Accounting Module 3

Taxation module 2

4.

### **National Higher certificate: Accountancy**

Tshwane University of Technology

January 2013 – July 2018

Modules completed:

Auditing module 2

Business calculations module 1

Business information systems module 1

Communications module 1

Cost and management accounting module 1 and 2

Entrepreneurial skills module 1

Economics module 1

Financial Accounting module 1 and 2

Taxation module 1

5.

Elandspoort High School Grade 12

January 2008 – December 2012

Subjects Passed:

Afrikaans, Accounting, Business studies, Economics, English, Life Orientation, Mathematical literacy

## PROFESSIONAL REFERENCES

1.  
Oratile Nkosi  
Impala Terminals South Africa – Supervisor  
0833211037  
Oratile.yane@impalaterminals.com

2.  
Daniel Ledwaba  
UDS UAV & Drone solution (Previously position at Andrew Shirindzi logistics) – Manager  
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3.  
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Tshwane University of Technology – Supervisor  
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