

## CONTACT

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## PERSONAL DETAILS

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- Date of Birth : 25/07/1996
- Nationality : South African
- License : Code10 c1

## OBJECTIVE

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I am highly motivated and reliable production assistant with experience in packaging, weighing and assisting in machinery during production. Seeking challenging and rewarding roles in a face paced environment where I can contribute success to the team.

## EDUCATION

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2015

- **A.b phokompe.s.s**  
Business, Economic, Tourism, Setswana, English,L.O  
Grade12

2017

- **George tebor tvet college**  
Transport and logistics L2  
Level2

2024

- **IQ Academy**  
Occupational health and safety management  
Certificate

2023

- **Alison online school**  
Pediatric advance life support (PALS)  
°Basic life support °normal heart anatomy °normal heart physiology °breathing  
°Disability

2024

- **Alison online**  
Basic life support (BLS)  
°Initiating chain of survival °one rescuer BLS/CPR adult °adult mouth - to mask and  
bag mask ventilation °BLS and AED for infants and children

## SKILLS

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- PRODUCTION °Quality control °Inventory management °Machine operation °Safety protocols °Weighing °Labelling
- TRANSPORT AND LOGISTICS °warehouse management °Receiving °Inventory control °Planning
- CARE WORKER °First Aid °Patient care °Communication skills. °Emotional intelligence °Compatation

- OHS SKILLS °Implemented safety protocols during production runs, ensuring the well-being of team members and adhere to company standards. °identified potential hazards in the workplace and recommended solutions to mitigate risks °Provide first aid to a colleague who sustained a minor injury ensuring prompt and appropriate care.
- OTHER SKILLS °problem solving °Team work °Time management

## EXPERIENCE

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2019 - 2020

- **Rcl grocery foods division Randfontein branch**  
Production assistant
  - Successfully completed production runs on time and within budget.
  - packaged over 1000 of goods per day.
  - maintained a clean and organised work environment during and after production.

2023 -

- **Cartrack**  
Production assistant
  - Testing over 1000 tracking devices per day
  - Utilised knowledge of safety protocols to prevent accidents
  - Demonstrated strong teamwork skills by collaborating with colleagues to archive production.

## REFERENCE

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- **Thabang sekwakwa - "Rcl foods"**  
Safety clerk supervisor  
076 687 2304
- **Elias mankge - "Cartrack "**  
Supervisor  
076 085 6417
- **Harry malose - "Cartrack "**  
Team leader  
065 933 4477

Role Profile		
Designation / Job Title	Production assistant	
Department	Production	
Reporting to	Production Manager OR Team Lead: Production	
Location available	Randburg, JHB	
Reference Number	To be created	
Job Summary		
<p>Cartrack, a world-leading smart mobility Software-as-a-Service tech company operating across 23 countries, is looking for a Job title in our department/branch</p> <p>Here you can put something that just sets the tone of what the role will be, just 1-2 sentences.</p> <p>We are seeking a detail-oriented and proactive Electronics Production Assistant to support our manufacturing team. The ideal candidate will assist in the assembly, testing, and quality assurance of electronic products, ensuring efficient production processes and adherence to safety and quality standards.</p>		
Responsibility		
<ul style="list-style-type: none"> <li>• Assist in the assembly of electronic components and devices according to specifications and work instructions.</li> <li>• Perform routine testing and troubleshooting of electronic products and subassemblies.</li> <li>• Support the inspection and quality control processes to identify defects or issues.</li> <li>• Maintain a clean and organized work area, ensuring compliance with safety protocols.</li> <li>• Record production data and report discrepancies or issues to supervisors.</li> <li>• Assist in the packaging and labelling of finished products.</li> <li>• Follow all safety procedures and use personal protective equipment as required.</li> </ul>		
Requirements		
<ul style="list-style-type: none"> <li>• High school qualification or equivalent; technical training or certification in electronics is a plus.</li> <li>• Basic understanding of electronic components and circuitry.</li> <li>• Prior experience in electronics manufacturing or assembly is preferred.</li> <li>• Strong attention to detail and manual dexterity.</li> <li>• Good communication and teamwork skills.</li> <li>• Ability to stand for extended periods and lift moderate weights.</li> </ul>		
Employee Acknowledgement		
Name and Surname:	Signature:	Date:
Magoae MPT	Magoae	2023 to 2025+