



# Masixole Matshoba

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

KEY SKILLS OR KEY COMPETENCIES -\* Excellent communication skills, both written and verbal \* Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project- Flexibility, whilst maintaining enthusiasm and commitment to each project \* A comprehensive understanding of health and safety regulations \* Ability to work in a team & direct new interns in the team- Ability to maintain confidentiality

Preferred occupation	Generals General jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1997-07-01 (23 years old)
Gender	Male
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2017.08 iki 2021.01**

Company name ADFUSION

You were working at: Dispatchers

Occupation SUPERVISOR

What you did at this job position? Convey departmental tasks for guidance of management. Maintain contact with all clients as well as outside vendors inclusive of issue resolution. Conduct project management and coordinate duties as required. Execute personnel activities as per company's policies as well as applicable laws. Prepare individual as well as departmental training plans. Ensure all staff members attain company as well as location standards. Monitor employees as well as operational processes. Dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement / Making certain that the stores are receiving the correct stock. Stock is sent on time / No new stock is sent before the old stock standing on floor / Collecting and signing all CRPXA SPRRC reports for each branch / Paper work given to the drivers is correct / Rules and regulations of health and safety are not ignored. Checkers aren't preparing broken stock to be dispatched / No breaks are being extended / Dealing with unreasonable absenteeism by giving out warnings / Leaving a proper handover for the next coming shift / Housekeeping is done properly / Pallet count is done correctly / Having meetings with the staff before the shift start

**Education**

Educational period **nuo 2015.01 iki 2015.12**

Degree Grade 12 / Matric

Educational institution CHRIS HANI HIGH SCHOOL

Educational qualification GRADE 12

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
Afrikaans	basic	basic	basic

**Recommendations**

Contact person Michelle Wagner

Occupation MANAGER

Company WORKFORCE STAFFING

Telephone number 0636055991

  

Contact person MARTIN WATBOOI

Occupation PRODUCTION SUPERVISOR

Company ADFUSION

Telephone number 0845252949

**Additional information**

Your hobbies	Reading, Writing and Watching tv
Driver licenses	None
Salary you wish	8500 R per month
How much do you earn now	6500 R per month