



Shane Kleynhans

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a dedicated and organized professional, boasting a wealth of experience in Operations, Supply Chain Management, Human Resources, and Administrative roles. My skill set is anchored in my ability to handle tasks efficiently and effectively, ensuring no detail is overlooked. With strong communication and exceptional organizational skills, I have a proven track record of driving successful outcomes. I am eager to leverage my expertise and unwavering commitment to contribute to the success of a dynamic organization.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1998-03-11 (27 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period **nuo 2018.08 iki dabar**

Company name Afrilogistics PTY Ltd

You were working at: Operations Clerk

Occupation OPERATIONS & SUPPLY CHAIN/ ADMINISTRATIVE

What you did at this job position? IMPLEMENTED STREAMLINED ORDER RELEASE PROCESSES
 ENHANCING OPERATIONAL EFFICIENCY WITH MANAGERIAL
 APPROVAL COORDINATED END-TO-END LOGISTICS OPTIMIZING
 PARTNERSHIPS WITH TRANSPORTERS MONITORED LOADING
 ACTIVITIES IN REAL-TIME PROVIDING PROGRESS REPORTS
 EFFICIENTLY INTEGRATE TRUCKS INTO IN HOUSE TRACKING
 SYSTEMS FOR REAL-TIME LOGISTICS OVERSIGHT FOSTERED
 STRONG CLIENT RELATIONSHIPS FOR SEAMLESS
 COORDINATION ENSURED TIMELY SUBMISSION OF
 DOCUMENTATION FOR BORDER TRUCK CLEARANCE MANAGED
 TRUCK DISPATCH FLOW AND TRACKED MOVEMENTS POST-
 CLEARANCE LIAISING WITH TEAMS FOR SWIFT ACTION
 COLLABORATED WITH LOCAL TEAMS TO RESOLVE LOGISTICAL
 CHALLENGES PROVIDED STRATEGIC SOLUTIONS FOR
 IMPROVEMENT TO OFFICE MANAGEMENT EXECUTE INVOICING
 AND PROOF OF DELIVERY FOR FISCAL RESPONSIBILITY HANDLE
 PROOF OF PAYMENT TO FACILITATE SMOOTH FINANCIAL
 TRANSACTIONS HANDLE AD HOC RESPONSIBILITIES TO
 SUPPORT TEAM OBJECTIVES

Working period **nuo 2020.01 iki dabar**

Company name Afrilogistics PTY Ltd

You were working at: HR intern

Occupation Human Resources Management

What you did at this job position? EFFICIENTLY MANAGED EMPLOYEE TIME-OFF AND SICK LEAVE
 RECORDS, ENSURING METICULOUS ABSENCE TRACKING
 ADMINISTERED ANNUAL LEAVE SCHEDULES IN STRICT
 ADHERENCE TO COMPANY POLICIES AND STRATEGIC
 WORKFORCE MANAGEMENT CONDUCTED THOROUGH HR
 REGULATORY RESEARCH TO PROVIDE WELL-INFORMED
 COMPLIANCE ADVICE TO SENIOR MANAGEMENT MAINTAINED
 UP-TO-DATE HR AND HEALTH & SAFETY SIGNAGE, ENSURING
 ADHERENCE TO LEGAL AND REGULATORY STANDARDS
 DILIGENTLY UPDATED THE HEALTH & SAFETY MANUAL TO
 PROACTIVELY REDUCE EMPLOYMENT LIABILITY RISKS
 DEVELOPED AND ENFORCED DISCIPLINARY PROTOCOLS,
 PROMOTING EQUITABLE AND CONSISTENT EMPLOYEE
 RELATIONS MANAGEMENT EXECUTED THE DRAFTING AND
 DISTRIBUTION OF EMPLOYEE CONTRACTS, ENSURING LEGAL
 ACCURACY AND CLARITY FACILITATED THE ONBOARDING OF
 NEW HIRES, ENHANCING THEIR INTEGRATION INTO THE
 COMPANY CULTURE MANAGED SKILLS INVENTORIES
 ADDRESSED AND NAVIGATED COMPLEX ORGANIZATIONAL
 CULTURE ISSUES, FOSTERING A POSITIVE WORK ENVIRONMENT
 IMPLEMENTED STAFF MOTIVATION STRATEGIES TO BOOST
 MORALE AND PRODUCTIVITY MANAGED CONFLICT
 RESOLUTION AND GROUP DYNAMICS, MAINTAINING A
 HARMONIOUS WORKPLACE CONDUCTED JOB ANALYSIS AND
 REDESIGN TO ALIGN ROLES WITH EVOLVING BUSINESS NEEDS
 HANDLED EMPLOYEE GRIEVANCES WITH SENSITIVITY AND
 PROFESSIONALISM, ENSURING FAIR RESOLUTION REFERENCE

Education

Educational period	nuo 2013.01 iki 2017.01		
Degree	Grade 12 / Matric		
Educational institution	Brackenfell High School		
Educational qualification	Matric Certificate		
Educational period	nuo 2021.12 iki 2024.06		
Degree	Certificate		
Educational institution	BELLVIEW INSTITUTE		
Educational qualification	Human Resources Management N4,N5		
Educational period	nuo 2024.06 iki 2024.06		
Degree	Certificate		
Educational institution	Absolute Health Services		
Educational qualification	Occupational health and safety representative		
Educational period	nuo 2018.01 iki 2018.01		
Degree	Certificate		
Educational institution	SEESA Skills Training		
Educational qualification	Personal Assistant		
Educational period	nuo 2018.01 iki 2018.01		
Degree	Certificate		
Educational institution	VETTA Communication		
Educational qualification	Front Line Reception		
Educational period	nuo 2018.01 iki 2018.01		
Degree	Certificate		
Educational institution	Shaw Academy		
Educational qualification	Microsoft Excel Short Course		
Educational period	nuo 2021.01 iki 2021.01		
Degree	Certificate		
Educational institution	Bizfacility Training		
Educational qualification	Company Compliance		

Languages			
Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
Additional information			

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-11-00 (8 years)
Salary you wish	16 000 - 20 000 R per month
How much do you earn now	15 000 R per month