



Matome Terence Moneatse

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Stock controller.

I am conscientious person who works hard & pays attention to detail. I'm flexible, quick to pick up new skills & eager to learn from others. I have a good knowledge in I.T [Troubleshooting hardware and software problems in notebook and desktop]as you can see in my close resume & I also have good computer literacy.

I am a team player and also do well independently.

Preferred occupation Operations controller
Other jobs

Preferred work location Johannesburg
Gauteng

East Rand
Gauteng

Pretoria / Tshwane
Gauteng

West Rand
Gauteng

Contacts and general information about me

Day of birth 1989-03-18 (36 years old)

Gender Male

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.09 iki dabar**

Company name Mustek Limited

You were working at: Operations controller

Occupation Stock controller

What you did at this job position? Stock count and balancing of stock. Cycle count daily and stock take. Supervision of staff Receiving, Packing and allocating of stock. Investigation of discrepancy and or loosed stock. Replenishment of stock Transferring of stock to deferent locations. (Move inventory request) Completion of received stock. (Put away of stock through Epicor) House keeping

Working period **nuo 2015.05 iki 2020.08**

Company name Dischem pharmacy warehouse

You were working at: Operations controller

Occupation Stock controller

What you did at this job position? I do cycle count daily section per section until the whole warehouse is complete, then start from the beginning. Running damage stock report and send them to quarantine. Assisting pickers when they are not finding the correct batch number or stock. Investigation of discrepancy and or lose stock with the help from my supervisor or manager. Help with the replenishment of stock. To make sure the bins have enough stock for picking. Housekeeping

Working period **nuo 2012.03 iki 2014.12**

Company name Mobil Telecommuncation Network [MTN]

You were working at: Manufacturing jobs

Occupation Fulfillment Assistant

What you did at this job position? Receiving of raw material Preparing of raw material for production. Preparing of finished goods for dispatch. packing and picking of raw material and finish goods Allocating of raw material and finished goods through their bin location. Assisting machine operator on production. Offloading a finished goods from the machine using a forklift & reach truck. Operating Reach truck & Forklift truck

Working period **nuo 2010.02 iki 2012.02**

Company name Esquire System Technology

You were working at: Operations controller

Occupation Warehouse clerk

What you did at this job position? Receiving & counting stock figures against supplier's invoice. Loading & offloading of stock from trucks & containers. Scanning of stock to GRV & RMA, allocating & entering Branch orders through fincon. Capturing of stock through fincon. Assisting my manager on transferring of stock to different department. Cycle count & Stock count.

Education

Educational period	nuo 2013.01 iki 2013.08
Degree	Certificate
Educational institution	SAPICS
Educational qualification	Certificate in basic of stores and stock control
I could work	N/A

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sepedi	fluent	fluent	fluent
isiZulu	good	good	basic

Computer knowledge

Microsoft office
technical skill
windows

Conferences, seminars

certificate in call center

Recommendations

Contact person	Miss Flora Matjila
Occupation	supervisor
Company	Mustek Limited
Telephone number	011-237-1459 076 239 2441
Email address	floram@mustek.co.za

Additional information

Your hobbies	Soccer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-03-00 (6 years)
Salary you wish	15000 R per month
How much do you earn now	8500 R per month