

Wisani Mavasa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Receiving and Returns Clerk.

Working according to company policy, working towards to reach targets, attention to details to all what im doing.

good organisational skills.

Good communication with other employees.

Preferred occupation General jobs

Preferred work location East Rand

Gauteng

Contacts and general information about me

Day of birth 1983-11-23 (42 years old)

Gender Male

Residential location East Rand

Gauteng

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period **nuo 2008.09 iki 2014.08**

Company name Adcock Ingram

You were working at: Other jobs

Occupation Receiving and Returns Clerk

What you did at this job position?

SAFETY REP DUTIES ☐ CHECKING ALL WAREHOUSE BEFORE START OF SHIFT ☐ CHECKING ALL MACHINERY ☐ CHECKING ALL HAZARDS AND REPORT IT TO SHE OFFICER ☐ RECORD ALL ERROS TO A CHECKLIST

☐ CHECKING ALL MACHINERY CHECKLIST SIGNED BY THE OPERATERS | CHECKING ALL FIRE EXTIGUISHER IF THE IS NO FAULTS [] REPORTING ALL MONER INCIDENT TO SHE OFFICER | SUBMIT ALL DOCUMENTS TO THE SHE OFFICER DEPARTMENT DUTIES [] RETURNS DEPARTMENT TEAM LEADER [] FILLING [] POD SIGNING [] CHECKING STOCK AGAINST INVOICE ☐ CHECKING DAMAGES, SHORTDATED, EXPIRED , GOOD STOCK AND THE DATE OF INVOICE ISSUED \sqcap CAPTURED ALL INFORMATION TO THE COMPUTER (ORACLE SYSTEM)

SCANE ALL PODS AND INVOICES TO CREDIT DEPARTMENT AND MANAGER [] TASK DALAGATION [] CHECKING ALL DEPARTMENT EMPLOYEES TIME SHEETS ☐ HOUSE KEEPING ☐ STOCKING ☐ PPT OPERATOR ☐ PUTAWAYS BEFORE KNOCKING

Working period **nuo 2017.12 iki 2019.08**

Company name Toll Global Forwarding

You were working at: Other jobs

Occupation Receiving and Returns Clerk

What you did at this job position?

☐ RECEIVING TEAM LEADER ☐ RECEIVING OF NEW SHIPMENT ☐ CHECKING DAMAGES OF ALL NEWLY RECEIVED STOCK. [] CHECKING ALL RECEIVED STOCK AND CREATE A GRV. [] RECEIVING OF STOCK RETURNED AND INSPECTING THE CONDITION OF THE STOCK [] PROCESSING GOODS RECEIVED NOTE FOR THE STOCK RETURNED, BY COLLECTING THE CORRECT DETAILS INFORMATION TO COMPLETE THE PROCESS □ ARRANGE, LOGGED COLLECTION FOR THE REASON THEY NEED TO BE RETURNED NATION WIDE [] TRACKING AND FOLLOW-UP ON THE PARCELS ON THE RTT SYSTEM [] FOLLOWING UP QUERIES RAISED BY THE CLIENT AND RESOLVE IT [] RECONCILIATION OF CREDIT NOTES GOOD RECEIVED FOR ANY SIGNIFICANT DIFFERENCE [] UPDATING REPORT CONTROL SHEETS ON A DAILY BASIS [] COLLECTION REPORT [] GRN's AWAINTING CREDIT NOTES REPORT [] INBOUND REPORTS [] FAULITY REPORT [] UPDATING THE BILLING REPORT BASE IN GOODS RETURNED TO TOLL GLOBAL FORWARDING [SCANNING AND UPDATING ALL RETURNED FAULITY AND GOOD STOCK ☐ BOOKING ALL STOCK INTO THE CORRECT LOCATION ACCORDINT TO THE STOCK STATUS ☐ REPORTING ALL WRONG AND OVER SUPLY TO THE MANAGER ☐ GRV WRITING AND CHECKING OF ALL NEW SHIPMENT RECEIVED ☐ DEBRIEFING OF

RECEIVED ON SAP AND INFOR SYSTEM $\hfill \square$ SCANNING ALL INVOICES TO THE RELEVANT DEPARTMENT $\hfill \square$

ALL RETURNED STOCK ☐ CAPTURING ALL INFORMATION

Education

Educational period **nuo 2015.01 iki 2015.01**

Degree Certificate

Educational institution NOSA

Educational qualification Introduction to SAMTRAC

I could work yes

Educational period **nuo 2015.09 iki 2015.12**

Degree Certificate

Educational institution RICHFIELD GRADUATE INSTITUTE OF TECHNOLOGY

Educational qualification EUC (computer)

I could work yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	good	good	basic

Computer knowledge

I have study a computer. Microsoft office.

I am very good on Ms word, Ms excel, Ms power point and Ms outlook.

i am working with a computer.

Conferences, seminars

i am Registered with Damelin.

Recommendations

Contact person MR Amos Phasha
Occupation Line Manager
Company Adcock Ingram

Telephone number 011 635 0000/1038

Email address amos.phasha@adcock.com

Contact person Itumeleng Mmola

Occupation Supervisor

Company Toll Global Forwarding

Telephone number 011 565 2681

Email address tollreturns.za.tgf@tollgroup.co.za

Additional information

Your hobbies READING & LISTENING MUSIC

Driver licenses None

Salary you wish 8500 R per month How much do you earn now 7200 R per month