

MATTHEW PILLAY

Personal details

Date of birth: 19 June 1987
Address: 44 Lyttleton Avenue, Reservoir hills
Home language: English
Other languages: isiZulu, Afrikaans
Employment equity: Indian
Nationality: South African
Health: Excellent
License: Code 10 with pdp
Contact number: 0840171704 / 0823195188

Education

Matric: Burnwood Secondary (2004)
Subjects: English (HG)
Afrikaans (HG)
Mathematics (HG)
Physical Science (HG)
Technical Drawing (HG)
Computer Studies (SG)

Tertiary education:

Degree: Bcom Marketing Management
Results: Year 1 (2006-2007)
Year 2(2008-2010)

Experience

Company Name: Metro Concrete Products
Job Title: General Worker (2005-2007)

Duties:

- Preparing orders for despatch
- Loading of vehicles by hand and forklift
- Assisting team during production process

Job title: Factory Supervisor (2007-2012)

Duties:

- Control all factory and training of new staff
- Ensuring correct procedures are followed during production process
- Maintaining stock levels of raw materials and ordering
- Keeping stock of all finished products and ensuring correct items are loaded for delivery.

Job title: Production Manager (2012-2016)

Duties:

- Making sure quality of products is maintained according to the required specifications
- Ensuring quality of raw materials is constant
- Liaising with suppliers and negotiating prices
- Costing of products
- Planning of daily production process

Reason for leaving: Company liquidated

Contact person: Mrs I Pillay – 063 052 5017

Company name: Seven Seas Worldwide (2016-2021)

Job title: Depot Supervisor

Duties:

- Delivery and collection of all cargo
- Loading and offloading containers for shipment
- Processing of all cargo
- Co-ordinate the warehouse processing, picking and shipping of cargo arriving to the correct, relevant depot bands
- Planning and scheduling of all deliveries and collections on a daily basis
- Pricing of all long distance jobs
- Keeping accurate records of all stock items and ordering when necessary.
- Checking all documentation and uploading onto customer file

Contact person: John Crowe
0798743579

Personal goals:

To study towards a degree in supply chain management and build a career for myself in this industry.

I am a dedicated, honest and sincere worker. Not only will I give my utmost best but I will strive for accuracy and high standard of work.

My communication skills are excellent and I am the type of person to go the extra mile to ensure work required of me is completed in the required time.