

Curriculum Vitae of.

Mr Thapelo Mathabatha E-mail: thapelophankge@gmail.com

ID Number 8707195721081 Cell no: 082 532 6090/081 254 9781

Skilled in MICROS, Webfleet telematics, Syspro systems, Pastel, SAP, Microsoft office, management, customer service and revenue analysis. Strong logistics professional graduate from TETA and SETA.

I am a respectable, matured, discipline and motivated. Good time management Skills, Positive Attitude. I strive for continuous excellence, quality with the main objective of being honest Contribute toward learning and taking additional responsibilities. Excellent written and oral communication skills demonstrated history of working in logistics, education/ training, and hospitality industry.

WORKING EXPERIENCE

LOGISTICS FINANCE OFFICER - CHUEU ATTORNEYS INCOPORATED

18 February 2019 – June 2021(company closed)

Duties:

Drivers' supervision

Managing and monitoring of biometrics system.

Monitoring of vehicles movements and driver profiling.

Preparation of driving patterns report for drivers.

Fleet management and company assets management, negotiate 3PL rates with suppliers.

Insurance claims and accident reporting, record keeping to SARS regulations, for insurance, statistical and auditing purposes.

Managing petty cash, disbursement and reconciliation for office and drivers, ensure all transactions are done in a cost-effective way.

Onsite technical support, printers, computers, and telephone support

Clint surveying for the purpose of compliance with company policies and procedures.

Weekly and monthly reporting of duties.

CASH UP OFFICER/ NIGHT AUDITOR – MONTECASINO (TSOGO SUN)

27 October 2015 – 31 January 2019 (Resignation)

Duties:

Petty cash disbursement and reconciliation

Resolving of discrepancies between sales report and the micros report

Daily reconciliation of cash, sales report compared to micros and opera

Managing the F&B safe (Food and beverages department)

Timeous and accurate daily reporting

Filling/ general admin

Performing daily audits, stock control and stock takings

Issuing, processing, and reconciling of petty cash

Preparing cash floats for casino bars

KLM Empowered Human Solutions Specialist

October 2014- 30 September 2015(Contract ended)

Position: Assistant Administrator

Duties.

Weekly capturing of feedback forms

Uploading leaners on Teta database

Preparing & compiling study material

Printing documents and Stock take

Booking deliveries for courier materials

Enhancing effective of the business through accurate business reporting and admin support

Working closely with product/ factory manager in scheduling requires

Creating schedules using excel – outside of the company system to verify the system

Performing spreadsheet analysis, cost analysis and comparisons

Engaging in customer service responsibly relate to estimates delivery times

OPERATIONS CLERK - UTi Distribution (NOW DSV)

1 February 2013-28 February 2014(Contract ended)

Duties.

Scanning in and out freight and management of orders on TMS Syspro.

Receiving and dispatch of freight from containers to linehauls.

Meeting daily delivery and collection target, Maintain an effective professional relationship with clients.

Designated administration Functions, Determine the applicable mode of transport for the commodity.

Fleet monitoring, Handle, control, track trace and resolve all import/export and domestic consignments and determine the best incoterm per consignment.

Attending to client's emails and telephonically.

Resolving client's delivery queries, customers/airlines/agents/couriers, obtaining quotes and costing import/export consignments.

Adhere to Air International Transport Authority and other transport regulating authorities when transporting commodities

OFFICE ADMINISTRATOR /MESSENGER – LLK KGATLE ATTORNEYS

01 February 2011-30 November 2012(Resignation)

Duties.

Filling at Magistrate High court and RAF

Booking appointments for client's specialist

Updating attorney with trial dates

Attending to clients for designated areas

General Office administration duties

Running of office errands

G WORKER - RAMTLANE'S CONSTRUCTION AND PROJECTS

01 October 2008 - 29 November 2010(Retrenchment)

Duties

Spread gravel to form the road base.

Operate paving machines or spread stone chips

Erect and dismantle barricades and construction signs

Cleaning up worksites from debris and machinery

Handling and transporting materials

Adhering to roads health and safety regulations

ACADEMIC DETAILS

DAMELIN

***DIPLOMA IN LOGISTICS AND SUPPLY CHAIN
IN PROGRESS***

Selebalo Secondary School

Grade 12 -2006

SETA

BUSINESS ADMINISTRATION NQF5

Year completed- September 2015

TETA

Freight Handling/ Warehouse Distribution NQF3

Year completed- February 2014

REFEREES

Makotjie Bambo (Chueu Attorneys inc)

Team Leader Compliance

073 307 4781

Estelle Sooprayen (Montecasino)

Assistant manager

011 510 7139

Raymond Makoro (KLM Empowered Human solution specialists)

Manager

0116167691/ 0782356716

Kwena Moloko (UTi Distribution now DSV)

Assistant Operations Manager

071 468 4115

Leslie Kgatle (LLK Kgatle Attorneys)

Director

076 193 9595

Vincent Motsinoni

Director

076 048 9622