



**Curriculum Vitae  
of  
Garlen Craig Penny  
40 Denson Street  
Bloemendal  
Port Elizabeth, 6059  
cell: 0718712303 or 0736199032  
Email: gpenny91@gmail.com**

## **SECTION 1 –PERSONAL DETAILS**

Surname	- Penny
First names	- Garlen Craig
Date of Birth	- 18 October 1969
Identity Number	- 691018 5180 08 4
Gender	- Male
Health	- Good
Language	- Afrikaans / English

## **SECTION 2-EDUCATION**

Last School Attended	- <b>Belgravia High School</b>
Highest Grade Passed	- Grade 12 / matric (1990)

## **TERTIARY EDUCATION**

Name of Institution	- <b>Service SETA</b> - Skills Development Act 1998 – Act No.97 of 1998
---------------------	--

**NOTE : This learnership is endorsed and accredited by:**

SACOB, DTI, SAQA ,NTISKA, KHULA as well as other National and International bodies

<b>Qualification</b>	- <b>National Certificate:</b> New Venture Creation
----------------------	---

Function of Learner ship	- To equip and empower the learner in the Building & sustaining of a profitable Successful business
--------------------------	---

Competency Level	- NQF-LEVEL 4 (162 Credits)
Duration of Learnership	- 2004-2006
Certificate issued date	- 5 Oct 2006

### **Major Subjects Passed**

1. Financial Management
2. Applying innovation and Creativity concepts in a New Venture
3. Marketing of Resources and Productivity Concepts
4. Planning and Implementing
5. Teamwork And Quality Control Practices
6. Business Ethics
7. Negotiations Skills
8. Health and Safety Management
9. Administration Management
10. Conflict and Confrontation Management
11. Importing and Exporting

## Other Qualification

Todds Commercial College

- Practical Spreadsheet Processing and Word Processing

St John Ambulance

- First-aid

Certificate of Competency-  
Formax Engineering (Pty)Ltd

- Sheet Metal (utility items)

Micrographics / Autodesk

- Autocad Draughting (2011 release)

## SECTION 3 –EMPLOYMENT HISTORY

1. Name of Company **Arcus Gibb Africa Consulting Engineers**  
Position Held - Auto CAD Operator/Draughting  
Duration - 1997 to 1998  
Duties - Draughting of Electrical, Mechanical and Architectural drawings
2. Name of Company **Fineline Ceiling @ Partitioning Specialist**  
Position Held -Skiemer / Junior Artisan  
Duration - 1998 -2001  
Duties - Skieming of drywall ceiling and partitioning
3. Name of Company **Engineering Advice and Services**  
Position Held - Store man  
Duration - Feb 2002 to Nov 2002  
Duties - Stock controlling, Data capturing and Communication officer (site office)
4. Name of Company **Cabinets and Shopfitters**  
Position Held - Tradesman  
Duration - 2006  
Duties - Building and assembling of Cabinets and Furniture (Joinery Work)
5. Name of Company **HOUSE & HOME**  
Position Held - Carpet Estimator  
Duration - May 2008 to 2009  
Duties - Estimating, sales, clerical duties
6. Name of Company **Fielli Designer furniture**  
Position Held. - Sales Person  
Duration -01-2009 to 31-10-2011  
Duties -Sales, clerical duties, Receiving & Dispatching  
Reason for Leaving - Company closed down the branch
7. Name of Company **-Ellerines Holding ( Bears / Geen & Richards Furniture shops )**  
Position Held -Salesperson  
Duration -05-04-2012 to 17-12-14  
Duties -Sales, clerical duties, Receiving & Dispatching, customer complaints  
Reason for Leaving - Company closed down the branch
8. Company name **Grindrod intermodal**  
Position Held Telly clerk  
Duration -20-02-2021 to current  
Duties -Inventory clerical duties, Receiving & Dispatching,

# **PERSONAL ABILITIES AND LEARNING CAPABILITIES**

Able to Multitask,Excellent communication skills. *I have a deep interest in the procedures of freight forwarding, Customs excise duties and the functionality of finance in the aspect of logistics and Supply Chain management, which i intend to go and study.*

## **References**

1. **Donald Bailey**  
(Project Engineer)  
**Arcus Gibb Africa Consulting Engineers**  
041-482 1680
2. **Prof.W Goosen** (Chief executive officer)  
INFORMAGE RIMS  
011-8862727
3. **Jaques Renkin (Sales Manager)**  
House & Home (walmer branch)  
041-5020200