

CURRICULUM VITAE

PERSONAL INFORMATION

SURNAME : LUTUKA
FIRST NAME : LUNGILE DANIEL
DATE OF BIRTH : 20 FEBRUARY 1980
IDENTITY NO. : 8002205536087
DRIVERS LICENCE : CODE 10 (C1)
ADDRESS : 9089 DIAMOND CRESCENT
THOKOZA GARDENS
THOKOZA
1426
E-MAIL ADDRESS : LUTUKAD@YAHOO.CO.ZA
CONTACT NUMBER : 074 077 5076 / 064 159 1619
GENDER : MALE
NATIONALITY : SOUTH AFRICAN
LANGUAGE : XHOSA
OTHER LANGUAGES : ENGLISH, ZULU, S.SOTHO.

EDUCATIONAL INFORMATION

HIGHEST GRADE PASSED : GRADE 12
INSTITUTION : LANDULWAZI SECONDARY SCHOOL
YEAR OBTAINED : 1997
SUBJECTS PASSED : ENGLISH, AFRIKAANS, ZULU, BIOLOGY AND HISTORY

OTHER HIGHER EDUCATION: DIPLOMA (COMPUTER LITERACY)
INSTITUTION : A.T COMPUTER SCHOOL
DURATION : TWO YEARS (1998)
MAJOR PASSED : INTRODUCTION TO COMPUTERS; DATABASE 3 PLUS LEVEL 1&2
LOTUS 1-2-3 LEVEL 1&2; WORD PERFECT 5.1;
: WINDOWS 3.1; WINDOWS 95; MICROSOFT WORD;
MICROSOFT EXCEL; MICROSOFT ACCESS; MS -POWERPOINT
LOCAL AREA NETWORK.

FET CERTIFICATE : ESSENTIALS OF MANAGEMENT AND LEADERSHIP PROGRAM
INSTITUTION : PEOPLEWISE BUSINESS SOLUTIONS
T/a (WORKPLACE SKILLS ACADEMY)
DURATION : MAY 2014 TO OCTOBER 2014 (ONE YEAR)
SKILLS OBTAINED : INTRODUCTION TO BUSINESS MANAGEMENT (NQF LEVEL 3)
CRITICAL THINKING SKILLS {CONFLICT MANAGEMENT} (LEVEL 4)
EFFECTIVE COMMUNICATION (NQF LEVEL 3)
FUNDAMENTALS OF LEADERSHIP (NQF LEVEL 4)
PERFORMANCE LEADERSHIP (NQF LEVEL 4)
MOTIVATING AND BUILD TEAMS (NQF LEVEL 4)
LEADING BUSINESS MEETINGS (NQF LEVEL 4)

FET CERTIFICATE	: INTRODUCTION TO WAREHOUSING
INSTITUTION	CLX CENTRE FOR LOGISTICS EXCELLENCE
YEAR OBTAINED	JULY 2016
SKILLS OBTAINED	: SUPPLY CHAIN AND WAREHOUSING, RECEIVING, IDENTIFICATION AND CHECKING, STORAGE, ORDER PICKING, STAGING AND CHECKING OF ORDERS, QUALITY, PRODUCTIVITY AND SERVICE LEVELS LOADING AND DESPATCH OPERATIONS, SAFETY AND SECURITY STOCK CONTROL AND STOCK TAKING,
CERTIFICATE	: COMMUNICATING WITH EMOTIONAL INTELLIGENCE
INSTITUTION	: DELOITTE CONSULTING
YEAR OBTAINED	: FEBRUARY 2016
SKILLS OBTAINED	: FACILITATION, COUACHING, COMMUNICATION, FORMAL PRESENTATION SKILLS
CERTIFICATE	: MICROSOFT EXCEL ADVANCED
INSTITUTION	: NEW LINK SKILLS TRAINING
YEAR OBTAINED	: AUGUST 2017
SKILLS OBTAINED	: ADVANCED EXCEL
CERTIFICATE	: FSSC 22000 AWARENESS COURSE
INSTITUTION	: BUREAU VERITAS (ALBANY BAKERY, SA)
YEAR OBTAINED	: OCTOBER 2017
SKILLS OBTAINED	: FSSC 22000
OTHER CERTIFICATE	: SAFETY REPRESENTATIVE; BASIC FIRE FIGHTING
COURSES COMPLETED	: OCCUPATIONAL HEALTH AND SAFETY ENVIRONMENTS FIRE EVACUATION PROCEDURES, WORKING AT HEIGHTS. : ANTI-BRIBERY AND CORRUPTION eLEARNING (TIGER BRANDS)

WORK EXPERIENCE

JOB TITLE	: DESPATCH PLANNER
COMPANY	: AFRICA SUNOIL
DURATION	: 12/08/2020 TO DATE
MAIN JOB FUNCTIONS	: COORDINATING THE DAILY SCHEDULE FOR STOCK LOADS HANDLING ALL DISPATCHMENTS TO THE CLIENT BASE INCLUDING URGENT DELIVERIES. MANAGE ALL PRODUCTS STOCK MOVEMENTS AND FOLLOW UP ON ANY DISCREPANCIES THAT MAY ARISE.
KEY RESPONSIBILITIES	: OVERSEEING THE CORRECT LOADING OF DELIVERY VEHICLES AND VERIFYING THAT STOCK MEETS QUALITY REQUIREMENTS ENSURING THE CORRECT PRODUCT BATCH NUMBERS AND EXPIRY DATES ARE ON THE PRODUCTS PERFORMING STRINGENT QUALITY CHECKS TO ENSURE PACKAGING IS NOT DAMAGED PRIOR TO LOADING. RECORDING RETURNS FOR DAMAGED OR INCORRECT PRODUCTS. CHECKING DELIVERY NOTES RESPONSIBLE FOR DELIVERY DOCUMENTS ENSURE ALL STOCK RECORDS ARE KEPT UP TO DATE WHILE MAINTAINING ACCURACY. ENSURE STOCK IS CORRECTLY RECEIVED, STORED AND ISSUED. CAPTURING AND ISSUING OF STOCK INTO THE SYSTEM. TAKING RESPONSIBILITY OF STOCK AND ENSURE STOCK ACCURACY. GRV's

JOB TITLE	: DESPATCH MANAGER
COMPANY	: ALBANY BAKERIES (DIVISION OF TIGER CONSUMER BRANDS)
DURATION	: 01/12/2016 TO 31/05/2019
MAIN JOB FUNCTIONS	: RESPONSIBLE FOR THE DAILY RUNNING OF THE DESPATCH, ON TIME LOADING AND DISPATCHING. TO ENSURE COMPLIANCE TO ALBANY QUALITY AND STANDARD OPERATING PROCEDURES, TO ENFORCE THE ESTABLISHED SAFETY SYSTEM AND TO MAINTAIN 20 KEYS AND SHOP FLOOR DEVELOPMENT SYSTEM. MANAGE WEEKLY INVOCOMS
KEY RESPONSIBILITIES	: RECEIVING AND PROCESSING OF ORDERS, CONSOLIDATE ORDERS ON EXCEL, COORDINATE LOADING PROCESS, EXECUTE STOCK COUNTS, PREPARATION OF REPORTS, RECONSOLE STOCK, FILLING AND GENERAL OFFICE DUTIES, SAFETY AND HOUSEKEEPING, IMPLEMENTAION AND MAINTENANCE OF 20 KEYS, MANAGE SUBORDINATES AND MANAGE DEPOT VEHICLES.
JOB TITLE	: SHIFT WAREHOUSE CONTROLLER
COMPANY	: VECTOR LOGISTICS SOLUTIONS
DURATION	: 25/05/2015 TO 30/11/2016
MAIN JOB FUNCTIONS	: WORKING CLOSELY WITH THE INBOUND MANAGER AND/OR WAREHOUSE MANANGER TO ENSURE THE DELIVERY OF AN INTEGRATED SUPPLY CHAINS BENEFIT STRATEGIC TARGET ACHIEVEMENT. MANANGE THE SYSTEM FOR KEEPING CSD STOCK CONTROL SYSTEMS UP TO DATE AND PLAN FUTRE CAPACITY REQUIREMENTS BASED ON FORWARD PLANNING
KEY RESPONSIBILITIES	: OPERATION MANAGEMENT, WAREHOUSE ADMINISTRATION, MAINTANANCE, CUSTOMER SERVICE LEVEL MANAGEMENT, RISK MANAGEMENT
JOB TITLE	: TEAM LEADER
COMPANY	: CLOVER S.A (CITY DEEP)
DURATION	: 01/12/2012 TO 16/05/2015
MAIN JOB FUNCTIONS	: MANAGING EMPLOYEES (55), CHAIRING DEPARTMENTALMEETING, ENFORCING COMPANY'S PROCEDURES, DISCIPLINARY HEARING, ATTENDING MANAGEMENT MONTHLY MEETING, MANAGING CONTROLLERS, CONTROLLING ROSTER FOR EMPLOYEES
JOB TITLE	: CHECKER
COMPANY	: CLOVER SA (CITY DEEP)
DURATION	: 24/12//2008 TO 30/11/2012
MAIN JOB	: RECEIVING OF GOODS (STOCK) AND SCANNING THEM BACK TO WAREHOUSE MANAGEMENT SYSTEM. COUNTING OF CONTAINERS BROUGHT BACK BY THE DRIVERS (RETURNS).
JOB TITLE	: LOGISTIC AUDITOR
COMPANY	: LOGISTIC PROTECTION SERVICE (SASKO GRAIN)
DURATION	: 23/02/2007 TO 30/06/2008
MAIN JOB	: CHECKING OF GOODS TO BE LOADED (DESPATCH)

JOB TITLE : **DETAIL CHECKER**
COMPANY : VERICON OUTSOURCING (MAKRO GERMISTON)
DURATION : 19/10/2005 TO 28/12/2006
MAIN JOB : RECEIVING OF GOODS (SCANNING) FROM SUPPLIERS AND SIGNING OF INVOICES (PODs)

JOB TITLE : **PROTECTION OFFICER**
COMPANY : GROUP 4 SECURICOR
DURATION : 20/08/2002 TO 21/10/2005
MAIN JOB : GAURDING / SECURITY FUNCTIONS

OTHER SKILLS : SUPERVISING PICKERS, CONTROLLING RETURNS, OPERATING WAREHOUSE MANAGEMENT SYSTEM (WMS), AS400/BPCS, SAP, MS-OFFICE, BLICK SYSTEM (PAYROLL SYSTEM) LOTUS NOTES, DISPATCH PLANNING, DRAFTING EFFICIENCY REPORT, RECEIVING TRUCKS (RETURNS), CONFLICT AND PERFORMANCE MANAGEMENT, STRUCTURED MEETINGS FUNDAMENTALS OF LEADERSHIP, PROBLEM SOLVING AND DECISION MAKING SKILLS, ORGANISATION DYNAMICS AND BUSINESS MANAGEMENT, ASSERTIVENESS, INITIATING DISCIPLINARY ENQUIRIES

INTEREST

SPORTS : SOCCER AND JOGGING
HOBBIES : READING, WATCHING TV NEWS AND MUSIC
AWARDS OBTAINED : SOCCER TROPHY (MOST IMPROVED PLAYER OF THE YEAR)
SECOND BEST STUDENT (1999 A.T COMPUTER SCHOOL)
CERTIFICATE OF SERVICE (GROUP 4 SECURICOR 2005)
CERTIFICATE OF SERVICE (CLOVER SA)

REFERENCE

PIET KRUGER - BRANCH MANAGER
COMPANY - CLOVER SA
CONTACTS 011-629-3450 / 082-456-8856

HENDRICK WAGENER – LOSS CONTROL MANAGER
COMPANY – CLOVER SA
CONTACTS 010-417-3158 / 082-577-2697

GIOVANNI ABRAHAMAS – LOGISTICS MANAGER
COMPANY VECTOR LOGISTICS SOLUTIONS
CONTACTS – 011-018-3300 / 078 134 1124

MUZI NTULI – INBOUND MANAGER
COMPANY – VECTOR LOGISTICS SOLUTIONS
CONTACTS – 011-018-3336 / 073 955 7748 / 061 042 9789

RAJEN GOUNDER – FACTORY MANAGER
COMPANY – ALBANY BAKERIES (TIGER CONSUMER BRANDS)
CONTACTS – 011-693-5208(EXT 219) / 082 411 0174

MOKGONA NYAMANE – FACTORY MANAGER
COMPANY – ALBANY BAKERIES (TIGER CONSUMER BRANDS)
CONTACTS – 011 -693-5208(EXT 219) / 082 561 5697

MOHAMMED BACUS – WAREHOUSE MANAGER
COMPANY – AFRICA SUNOIL
CONTACTS – 010 300 5909 / 063 508 4150 / 071 872 4690

VIVIAN NAIDOO – LOGISTICS MANAGER
COMPANY – AFRICA SUNOIL
CONTACTS – 087 149 4579 / 063 368 1976 / 060 522 3853