



# Keletso Makgoka

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am confident that I have knowledge and skills to professionally fulfill the position as required by the your company.

I am eager to enhance and refine my persona development within the organisation, and take on the challenges that lie ahead.

I will endeavour to effectively performance all my tasks as required by the organization and maintain the standard as defined by you. Given the opportunity, I will perform my duties with perseverance, dedication and loyalty.

It is my aim to make and be part of a successful team that is directly involve in making the organisation a success, as I believe I have a role to play in making things a success.

Preferred occupation	<b>Store person</b> Retail, store jobs
	<b>Manager</b> Retail, store jobs
	<b>Cashiers</b> Retail, store jobs
	<b>Warehouse Manager</b> Retail, store jobs
Preferred work location	<b>Polokwane / Pietersburg</b> Limpopo

## Contacts and general information about me

Day of birth	1975-12-25 (49 years old)
Gender	Female
Residential location	<b>Polokwane / Pietersburg</b> Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2022.12 iki 2023.05**

Company name OneCart Pty Ltd, Woolworths Dash

You were working at: Supervisor

Occupation Supervisor

What you did at this job position? Lead and supervise a team of Shoppers and Drivers to ensure flawless service delivery to our customers on a daily basis. Spot check: work uniform, orders, attendance, process and work procedures. Reporting: Adherence and staff attendance. Problem solving and troubleshoot daily operational issues, approaching all facets with an analytical problem solving mindset. Support the team on special projects for continued operating efficiency and growth. Provide an operational perspective on logistics to ensure best practices and protocols. Daily management of shoppers and drivers to ensure optimal effective teamwork to reach their KPI's, specifically related to on time fulfilment. Daily and weekly KPI reporting. Train and develop shoppers. Demonstrate consistent application of internal procedures.

Working period **nuo 2014.03 iki 2022.09**

Company name Vkb Milling

You were working at: Manager

Occupation Depot manager

What you did at this job position? Customer Relations management. Stock management, ordering, maintaining and receiving. Maintaining delivery schedule and allocation of loads to trucks. Control stationery. Building long term relationships with suppliers, customers and internal branches within VKB group. Signing off admin documents and scheduling of stock take preparations. Cashing up cashiers. Handle customer queries. Ensure all policies and procedures are adhered to in the branch.

Working period **nuo 2011.03 iki 2012.12**

Company name Builders Warehouse

You were working at: Dispatchers

Occupation Dispatch manager

What you did at this job position? Accountable for planning and organizing transport. Oversee daily route and improve route plans to ensure timely deliveries. Ensure that the stock is delivered according to schedule. Analyze logistic problems and find solutions. □ Ensure safety rules and regulations

## Education

Educational period **nuo 2017.01 iki 2021.12**

Degree Degree

Educational institution University of Free State

Educational qualification Bachelor of management Leadership

I could work Immediately

**Languages**

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

SAP ERP6  
 CKS (UNISOLV)  
 Excel  
 Outlook  
 LS Retail  
 NAV  
 MS Powerpoint

**Recommendations**

Contact person	Delight Ndlovu
Occupation	Manager
Company	OneCart Pty Ltd Woolworths Dash
Telephone number	079 660 0111
Contact person	Willeminah Modiba
Occupation	Admin manager
Company	Vkb Milling
Telephone number	015 297 3671

**Additional information**

Your hobbies	Reading the Bible Going to church
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-08-00 (12 years)
Salary you wish	9500 R per month
How much do you earn now	None R per month