



Ramogapi John Mmutlane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receiving clerk

Shop assistance

Merchandise

Preferred occupation Shop assistants
Retail, store jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1989-09-01 (34 years old)

Gender Male

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2015.06 iki 2016.08**

Company name Dis-chem pharmacy

You were working at: Medical receptionist

Occupation Receiving clerk

What you did at this job position? Capturing new and return stock on SAP system Receiving of stock from vendors. Receiving stock from Interbranch. Receiving of Goods Return Note (GRN). Viewing of Purchase Order (PO) number. Issues of stock to other Interbranches. Manual credit from vendors. Filling receipts orderly per job description and due date. Sending and receiving emails. Making and receiving phone calls.

Education

Educational period **nuo 2008.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution Reebone Secondary School
 Educational qualification Matric Certificate
 I could work Yes

Educational period **nuo 2015.06 iki 2016.08**
 Degree Certificate
 Educational institution Service Seta
 Educational qualification Business Administration
 I could work Yes

Educational period **nuo 2013.04 iki 2013.05**
 Degree Certificate
 Educational institution Cyber Eagles
 Educational qualification Computer Literacy
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Introduction to Computer Hardware
 Windows
 MS Word
 MS Excel
 MS PowerPoint
 Internet & Email
 SAP System

Conferences, seminars

N A

Recommendations

Contact person	Paul Mkwebane
Occupation	Receiving clerk Supervisor
Company	Dis-chem pharmacy
Telephone number	0115892788

Additional information

Driver licenses	None
Salary you wish	6800 R per month
How much do you earn now	9800 R per month