



# 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 (35 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