



# Shane Kleynhans

Curriculum Vitae (CV)

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

I am a dedicated and organized professional, boasting a wealth of experience in Operations, Supply Chain Management, Human Resources, and Administrative roles. My skill set is anchored in my ability to handle tasks efficiently and effectively, ensuring no detail is overlooked. With strong communication and exceptional organizational skills, I have a proven track record of driving successful outcomes. I am eager to leverage my expertise and unwavering commitment to contribute to the success of a dynamic organization.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Northern Suburbs Western Cape

## Contacts and general information about me

Day of birth	1998-03-11 (26 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
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 2018.08 iki dabar**

Company name Afrilogistics PTY Ltd

You were working at: Operations Clerk

Occupation OPERATIONS & SUPPLY CHAIN/ ADMINISTRATIVE

What you did at this job position? IMPLEMENTED STREAMLINED ORDER RELEASE PROCESSES ENHANCING OPERATIONAL EFFICIENCY WITH MANAGERIAL APPROVAL COORDINATED END-TO-END LOGISTICS OPTIMIZING PARTNERSHIPS WITH TRANSPORTERS MONITORED LOADING ACTIVITIES IN REAL-TIME PROVIDING PROGRESS REPORTS EFFICIENTLY INTEGRATE TRUCKS INTO IN HOUSE TRACKING SYSTEMS FOR REAL-TIME LOGISTICS OVERSIGHT FOSTERED STRONG CLIENT RELATIONSHIPS FOR SEAMLESS COORDINATION ENSURED TIMELY SUBMISSION OF DOCUMENTATION FOR BORDER TRUCK CLEARANCE MANAGED TRUCK DISPATCH FLOW AND TRACKED MOVEMENTS POST-CLEARANCE LIAISING WITH TEAMS FOR SWIFT ACTION COLLABORATED WITH LOCAL TEAMS TO RESOLVE LOGISTICAL CHALLENGES PROVIDED STRATEGIC SOLUTIONS FOR IMPROVEMENT TO OFFICE MANAGEMENT EXECUTE INVOICING AND PROOF OF DELIVERY FOR FISCAL RESPONSIBILITY HANDLE PROOF OF PAYMENT TO FACILITATE SMOOTH FINANCIAL TRANSACTIONS HANDLE AD HOC RESPONSIBILITIES TO SUPPORT TEAM OBJECTIVES

Working period **nuo 2020.01 iki dabar**

Company name Afrilogistics PTY Ltd

You were working at: HR intern

Occupation Human Resources Management

What you did at this job position? EFFICIENTLY MANAGED EMPLOYEE TIME-OFF AND SICK LEAVE RECORDS, ENSURING METICULOUS ABSENCE TRACKING ADMINISTERED ANNUAL LEAVE SCHEDULES IN STRICT ADHERENCE TO COMPANY POLICIES AND STRATEGIC WORKFORCE MANAGEMENT CONDUCTED THOROUGH HR REGULATORY RESEARCH TO PROVIDE WELL-INFORMED COMPLIANCE ADVICE TO SENIOR MANAGEMENT MAINTAINED UP-TO-DATE HR AND HEALTH & SAFETY SIGNAGE, ENSURING ADHERENCE TO LEGAL AND REGULATORY STANDARDS DILIGENTLY UPDATED THE HEALTH & SAFETY MANUAL TO PROACTIVELY REDUCE EMPLOYMENT LIABILITY RISKS DEVELOPED AND ENFORCED DISCIPLINARY PROTOCOLS, PROMOTING EQUITABLE AND CONSISTENT EMPLOYEE RELATIONS MANAGEMENT EXECUTED THE DRAFTING AND DISTRIBUTION OF EMPLOYEE CONTRACTS, ENSURING LEGAL ACCURACY AND CLARITY FACILITATED THE ONBOARDING OF NEW HIRES, ENHANCING THEIR INTEGRATION INTO THE COMPANY CULTURE MANAGED SKILLS INVENTORIES ADDRESSED AND NAVIGATED COMPLEX ORGANIZATIONAL CULTURE ISSUES, FOSTERING A POSITIVE WORK ENVIRONMENT IMPLEMENTED STAFF MOTIVATION STRATEGIES TO BOOST MORALE AND PRODUCTIVITY MANAGED CONFLICT RESOLUTION AND GROUP DYNAMICS, MAINTAINING A HARMONIOUS WORKPLACE CONDUCTED JOB ANALYSIS AND REDESIGN TO ALIGN ROLES WITH EVOLVING BUSINESS NEEDS HANDLED EMPLOYEE GRIEVANCES WITH SENSITIVITY AND PROFESSIONALISM, ENSURING FAIR RESOLUTION REFERENCE

## Education

Educational period	<b>nuo 2013.01 iki 2017.01</b>
Degree	Grade 12 / Matric
Educational institution	Brackenfell High School
Educational qualification	Matric Certificate
Educational period	<b>nuo 2021.12 iki 2024.06</b>
Degree	Certificate
Educational institution	BELLVIEW INSTITUTE
Educational qualification	Human Resources Management N4,N5
Educational period	<b>nuo 2024.06 iki 2024.06</b>
Degree	Certificate
Educational institution	Absolute Health Services
Educational qualification	Occupational health and safety representative
Educational period	<b>nuo 2018.01 iki 2018.01</b>
Degree	Certificate
Educational institution	SEESA Skills Training
Educational qualification	Personal Assistant
Educational period	<b>nuo 2018.01 iki 2018.01</b>
Degree	Certificate
Educational institution	VETTA Communication
Educational qualification	Front Line Reception
Educational period	<b>nuo 2018.01 iki 2018.01</b>
Degree	Certificate
Educational institution	Shaw Academy
Educational qualification	Microsoft Excel Short Course
Educational period	<b>nuo 2021.01 iki 2021.01</b>
Degree	Certificate
Educational institution	Bizfacility Training
Educational qualification	Company Compliance

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

**Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-11-00 (7 years)
Salary you wish	16 000 - 20 000 R per month
How much do you earn now	15 000 R per month