



Neville Swarts

Curriculum Vitae (CV)

What job i'm looking for? My positive points

During my tenure as a Material Controller, Warehouse Supervisor, Clerk and Receiving Supervisor, I have gained extensive experience in material handling, shipping, receiving, dispatching and invoice verification. Through these responsibilities, I have become well versed in the operational tasks that contributes to efficient warehouse operations. Not only become proficient in utilizing various software systems for tracking shipment and managing invoices, and maintaining accurate records.

Preferred work location	North Coast KwaZulu-Natal
	Durban City KwaZulu-Natal
	North Suburbs KwaZulu-Natal

Contacts and general information about me

Day of birth	1973-09-24 (51 years old)
Gender	Male
Residential location	Newlands East KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2023.04 iki dabar
Company name	Aurex
Occupation	Material Controller
What you did at this job position?	<ul style="list-style-type: none">• Coordinated logistics to maintain project schedules.• Confirmed availability of all required materials on-site when needed.• Tracked materials used and documented records.• Collaborated with project managers, engineers, and labourers to optimize material usage.• Performed daily stock counts to ensure accurate inventory records.

Working period **nuo 2015.10 iki 2023.04**
 Company name Home Etc
 Occupation Warehouse Supervisor/ Driver
 What you did at this job position? • Efficiently managed the reception and inspection process for merchandise • Supervised and maintained accurate inventory balances. • Optimized tools for effective stock monitoring. • Ensure implementation of health and safety protocols. • Performed distribution duties efficiently to nearby stores. • Managed administrative duties efficiently

Working period **nuo 2011.03 iki 2014.06**
 Company name Futura
 Occupation Warehouse Supervisor
 What you did at this job position? • Supervised daily warehouse activities and team members. • Logged all received and dispatched stock. • Monitored and maintained high performance levels. • Coordinated task delegation efficiently. • Achieved set performance deadlines and standards. • Evaluated work performance to determine areas for improvement. • Evaluated work performance to determine areas for improvement.

Working period **nuo 2010.11 iki 2011.02**
 Company name CCI Turnkey
 You were working at: Fitter
 Occupation Mechanical Fitter
 What you did at this job position? • Performed removal, repair, and replacement of malfunctioning valves and actuators. • Followed standard work practices and procedures. • Diagnosed and resolved mechanical equipment issues.

Working period **nuo 2009.11 iki 2010.03**
 Company name Hydro-Arc
 You were working at: Fitter
 Occupation Mechanical Fitter
 What you did at this job position? • Removed defective pumps and valves. • Performed integrity assessments through pressure tests. • Performed efficient gasket and flange maintenance.

Working period **nuo 2008.10 iki 2009.01**
 Company name Kentz
 You were working at: Fitter
 Occupation Mechanical Fitter
 What you did at this job position? • Executed maintenance on fin fan systems. • Increased efficiency in turbine operations. • Inspected machinery for wear and tear to diagnose faults. • Repaired worn or damaged parts using hand tools.

Working period	nuo 1998.03 iki 2007.08
Company name	Mr Price Group Distribution Centre
Occupation	Receiving Supervisor
What you did at this job position?	<ul style="list-style-type: none"> • Assigned containers to appropriate bays based on schedule. • Managed communications between suppliers and Head Office to resolve cancelled orders. • Produced monthly summaries of operational performance. • Execute administrative duties related to GRN and GRV daily. • Maintained low department shrinkage. • Maintained compliance with all health and safety regulations. • Performed regular inventory audits as directed by management.

Education

Educational period	nuo 2024.11 iki 2024.10
Degree	Certificate
Educational institution	Cornerstone Foundation
Educational qualification	Supply Chain Management

Educational period	nuo 2024.11 iki 2024.09
Degree	Certificate
Educational institution	Cornerstone Foundation
Educational qualification	Procurement and Logistics

Educational period	nuo 2024.11 iki 2024.09
Degree	Certificate
Educational institution	Cornerstone Foundation
Educational qualification	Warehouse Management

Educational period	nuo 2024.08 iki 2024.11
Degree	Certificate
Educational institution	Google
Educational qualification	Project Management

Educational period	nuo 2024.10 iki 2024.11
Degree	Certificate
Educational institution	Coursera
Educational qualification	Occupational Health and Safety

Educational period	nuo 2024.09 iki 2024.11
Degree	Diploma
Educational institution	OHSC Oxford
Educational qualification	Business Management

Educational period	nuo 2024.08 iki 2024.10
Degree	Diploma
Educational institution	Coursera
Educational qualification	Risk Management

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

- Basic knowledge of computer hardware.
- Proficiency in operating systems.
- Familiarity with productivity software such as Microsoft Office or Google Suite.
- Internet and email proficiency.
- Understanding of computer security and privacy.

Conferences, seminars

Not applicable

Recommendations

Contact person	Jake Getkate
Occupation	Operation Manager
Company	Aurex
Telephone number	0836801927
Contact person	Randal Cockburn
Occupation	Part Owner
Company	Home Etc
Telephone number	0826022222
Contact person	Allan Hartley
Occupation	General Manager
Company	Futura
Telephone number	0832312678
Contact person	Marvin Barlow
Occupation	Superintendent
Company	CCI Turnkey
Telephone number	0715203330

Contact person	Valerie Swartz
Occupation	Receiving Manager
Company	Mr Price Group Distribution Centre
Telephone number	0845523620

Additional information

Your hobbies	Reading, studying, sports
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-03-00 (10 years)
Salary you wish	17000 R per month
How much do you earn now	11500 R per month