



# Wisani Mavasa

Curriculum Vitae (CV)

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

I am looking for Receiving and Returns Clerk.

Working according to company policy, working towards to reach targets,attention to details to all what im doing.

good organisational skills.

Good communication with other employees.

Preferred occupation                      General jobs

Preferred work location                      East Rand  
Gauteng

## Contacts and general information about me

Day of birth                                      1983-11-23 (40 years old)

Gender    Male

Residential location                              East Rand  
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 2008.09 iki 2014.08**

Company name Adcock Ingram

You were working at: Other jobs

Occupation Receiving and Returns Clerk

What you did at this job position? SAFETY REP DUTIES □ CHECKING ALL WAREHOUSE BEFORE START OF SHIFT □ CHECKING ALL MACHINERY □ CHECKING ALL HAZARDS AND REPORT IT TO SHE OFFICER □ RECORD ALL ERROS TO A CHECKLIST □ CHECKING ALL MACHINERY CHECKLIST SIGNED BY THE OPERATERS □ CHECKING ALL FIRE EXTIGUISHER IF THE IS NO FAULTS □ REPORTING ALL MONER INCIDENT TO SHE OFFICER □ SUBMIT ALL DOCUMENTS TO THE SHE OFFICER DEPARTMENT DUTIES □ RETURNS DEPARTMENT TEAM LEADER □ FILLING □ POD SIGNING □ CHECKING STOCK AGAINST INVOICE □ CHECKING DAMAGES, SHORTDATED, EXPIRED , GOOD STOCK AND THE DATE OF INVOICE ISSUED □ CAPTURED ALL INFORMATION TO THE COMPUTER (ORACLE SYSTEM) □ SCANE ALL PODS AND INVOICES TO CREDIT DEPARTMENT AND MANAGER □ TASK DALAGATION □ CHECKING ALL DEPARTMENT EMPLOYEES TIME SHEETS □ HOUSE KEEPING □ STOCKING □ PPT OPERATOR □ PUTAWAYS BEFORE KNOCKING OFF

Working period **nuo 2017.12 iki 2019.08**

Company name Toll Global Forwarding

You were working at: Other jobs

Occupation Receiving and Returns Clerk

What you did at this job position? □ RECEIVING TEAM LEADER □ RECEIVING OF NEW SHIPMENT □ CHECKING DAMAGES OF ALL NEWLY RECEIVED STOCK. □ CHECKING ALL RECEIVED STOCK AND CREATE A GRV. □ RECEIVING OF STOCK RETURNED AND INSPECTING THE CONDITION OF THE STOCK □ PROCESSING GOODS RECEIVED NOTE FOR THE STOCK RETURNED, BY COLLECTING THE CORRECT DETAILS INFORMATION TO COMPLETE THE PROCESS □ ARRANGE, LOGGED COLLECTION FOR THE REASON THEY NEED TO BE RETURNED NATION WIDE □ TRACKING AND FOLLOW-UP ON THE PARCELS ON THE RTT SYSTEM □ FOLLOWING UP QUERIES RAISED BY THE CLIENT AND RESOLVE IT □ RECONCILIATION OF CREDIT NOTES GOOD RECEIVED FOR ANY SIGNIFICANT DIFFERENCE □ UPDATING REPORT CONTROL SHEETS ON A DAILY BASIS □ COLLECTION REPORT □ GRN's AWAINTING CREDIT NOTES REPORT □ INBOUND REPORTS □ FAULTY REPORT □ UPDATING THE BILLING REPORT BASE IN GOODS RETURNED TO TOLL GLOBAL FORWARDING □ SCANNING AND UPDATING ALL RETURNED FAULTY AND GOOD STOCK □ BOOKING ALL STOCK INTO THE CORRECT LOCATION ACCORDINT TO THE STOCK STATUS □ REPORTING ALL WRONG AND OVER SUPLY TO THE MANAGER □ GRV WRITING AND CHECKING OF ALL NEW SHIPMENT RECEIVED □ DEBRIEFING OF ALL RETURNED STOCK □ CAPTURING ALL INFORMATION RECEIVED ON SAP AND INFOR SYSTEM □ SCANNING ALL INVOICES TO THE RELEVANT DEPARTMENT □

## Education



**Additional information**

Your hobbies	READING & LISTENING MUSIC
Driver licenses	None
Salary you wish	8500 R per month
How much do you earn now	7200 R per month