

# Tebogo Moloto

<p><b>Nationality:</b> South African <b>Driver's License:</b> Code 10 <b>Address:</b> 6375 Tabane Street, Zone 5, Ga-Rankuwa, Pretoria <b>Contact Details:</b> 0827493358/0747312586 <b>Email address:</b> tebomoloto@gmail.com <b>Notice Period:</b> Available Immediately</p>
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## Professional Summary:

I am an assertive and target driven person who always strive to be to accomplish results by not dwelling in the problem but solution. I perform well under pressure and always shy away from procrastination. I have profound respect for time. I am open to new ventures and see challenges as new opportunities. I am social and a bit extroverted but understand that there's time to play and time to work, and always ensure that the latter is never compromised. I am a logical and analytical thinker.

<b>Hard Skills</b>	<b>Soft Skills</b>
Microsoft Office & SAP	Great communicator & Listener
National Integrated Social Information System (NISIS)	Detail- Oriented
Researching and report-writing	Prioritization & Time Management
Outlook	Problem Solving and decision making
Documentation and Data entry management	Teamwork and Influencer
Hazard Identification and Risk Assessment	Telephone Skills and Etiquette

## Work Experience:

### Universal Paper and Plastic (Pty) Ltd

***Warehouse Associate** (04 September 2003 to date)*

- Drive balanced and safe warehouse operation which provide visibility to enable optimized warehousing through proper implementation of processes in place.
- Affording support to production scheduling for the site by ensuring material and space availability.
- Ensuring stock quality and availability by exercising regular safe stacking and replenishing
- Execution of daily operational plan for and issuing material to production lines according to the plan.
- Returning unused raw material to the raw material warehouse.
- Ensuring safe stacking and de-stacking procedures are adhered to.
- Hazards Identification and Risk Assessment
- Organize stocks and maintain inventory.
- Inspect products for defects and damages.
- Organize warehouse space.
- Receive, unload and place incoming inventory items appropriately.
- Check, verify and sign delivery notes and invoices.
- Abide by all Occupational Health and Safety Standards set out by legislation and company policies Contribute ideas on ways to improve or optimize warehousing procedures.
- Keep warehouse clean and organized daily.
- Timely communication with all internal stakeholders regarding any production delays and material constraints.
- Abide by all Occupational Health and Safety Standards set out by legislation and company policies.
- Contribute ideas on ways to improve operational excellence.

- Keep warehouse clean and organized daily by performing good housekeeping.
- Timely communication with relevant internal stakeholders regarding any material availability, production delays and material constraints.

#### **Additional duties**

- Shadowing the Inventory Controller and Raw Materials Team leader to better understand the processes and systems in place at UPM and UPP
- Verifying COA's of stock shunting
- Ensuring that FIFO is adhered to
- Learning to Invoice and Pre-Invoice COA's on SAGE
- Capturing COA's on provided EXCEL Spreadsheet
- Sending email of captured spreadsheets for confirmation and tracking to relevant parties
- Confirming daily produced Stock from PAPER FACTORIES 1 and 2
- Doing cycle counts
- Receiving and scanning supplier trucks
- Capturing delivery notes on SAGE
- Developing better space utilization ideas in the warehouses with Team Leader, Inventory Controller and Warehouse Supervisor
- Ensuring all raw materials are received and labeled correctly
- Doing investigations on existing stock variances

#### **Gauteng Department Of Social Development**

##### **Assistant Community Development Practitioner (Team Leader)**

*September 2021 to August 2022 (Reporting to team Supervisor and Manager)*

- Community and Household Profiling
- Identification and facilitation in the implementation of integrated community development interventions in partnership with the community and relevant stakeholders
- Establishment of social relationships with the community
- Scoping the community and understanding service delivery blockages and the state of the community
- Assessment of community's structures, household needs, background information, historical needs and existing resources
- Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives
- Assessing the available resources, set timeframes and compile budgets
- Support communities and perform administrative support on community development and related activities
- Assist with liaison, coordinating and monitoring of projects and other community development ventures and reporting on the progress
- Assist the community members with the application of the registration of emerging local structures (NPO's, CBO's, co-operatives, and so forth) with Department of Social of Social Development or Companies and Intellectual Property Commission or other appropriate authorities
- Assist in monitoring NPO's to ensure compliance with NPO and PFMA acts
- Facilitate, coordinate, and participate in various awareness campaigns aimed at educating communities and other stakeholders on self-empowerment.

#### **Syngenta Brits (Pty) Ltd**

**Warehouse Support Officer** – April 2021 to August 2021 (Reporting to Warehouse, Planning & Logistics Manager)

- Drive balanced and safe warehouse operation which provide visibility to enable optimized warehousing through proper implementation of processes in place ,
- Affording support to production scheduling for the site by ensuring material and space availability.
- Ensuring stock quality and availability by exercising regular bin listing, stock count, safe stacking, replenishing
- Execution of daily operational plan for Inbound and Outbound Freight handling, collection and verification of invoices from drivers
- Ensuring inbound and outbound driver compliance to safety procedures. Sticking to Turnaround Time while loading and offloading trucks with Forklift. Preloading and post-loading truck inspections
- Ensuring safe stacking and de-stacking procedures are adhered to.
- Closely monitor the result of Material Replenishment Planning (MRP) by analyzing the system generated material requirement plan report, and review the correctness of the rolling material forecast to suppliers in close collaboration with the Vendor Scheduler
- Hazards Identification and Risk Assessment
- Organize stocks and maintain inventory
- Inspect products for defects and damages
- Examine incoming and outgoing shipments
- Organize warehouse space
- Receive, unload and place incoming inventory items appropriately
- Check, verify and fill customer invoices
- Abide by all Occupational Health and Safety Standards set out by legislation and company policies Contribute ideas on ways to improve or optimize warehousing procedures
- Keep warehouse clean and organized daily
- Timely communication with all internal stakeholders regarding any production delays and material constraints
- Actively participate and support NPI process

**Syngenta Brits Pty Ltd**

**Warehouse Operator** – July 2020 to December 2020 (Reporting Warehouse Manager)

- Reporting any broken, damaged, or malfunctioning warehouse equipment to management, taking inventory of all warehouse merchandise and ensuring that fragile merchandise is suitably packed to prevent damage during transit.
- Good Housekeeping to keep the warehouse tidy.
- Operating forklifts
- Signing for shipments upon receipt and verifying that the correct merchandise has been received.
- Thoroughly inspection of merchandise for any damages and discrepancies.
- Sorting merchandizes according to appropriate location for storage.
- Using forklifts, high/low level order pickers and reach trucks to unload, move, stack, store and or pick stock accordingly.
- Adhere to the relevant health and safety rules and regulations.
- Conducting weekly and monthly stocktaking
- Manage any hazardous materials appropriately and safely.
- Hazards Identification and Risk Assessment

**Liquor City (Ga-Rankuwa)**

**Assistant Manager**– June 2018 to November 2018 (Reporting to Store Manager)

- Provide courteous customer service and maintain good customer relations
- Customer interaction and dispute resolution
- Dealing with sale of liquor
- To achieve Monthly Targets
- Time management
- Daily, Weekly and Monthly Recons
- Weekly management reports
- Sales Recons and Price elasticity
- Build displays as required for daily sales and promotions
- Wastage, loss and returns management
- Setting sales targets
- Stock requesting and order placing
- Ensuring Continuous Stock Availability and bring customers to location of items, when needed
- Employee Performance Supervision
- To know and observe the various state and local regulations regarding the sale of liquor.
- To ensure a positive customer shopping experience
- Accurate money handling and daily Cashing up
- Keeping adequate inventory levels, stock, and clean shelves
- Assist customers with products and suggestion of products
- Deal with liquor and merchandise suppliers and manage special orders and appropriate equipment for Customers when they pick up the special orders
- Adhere to liquor sales laws pertaining to operational hours
- Manage special orders and appropriate equipment for Customers when they pick up the special orders
- Perform aisle stocking and aisle supervision as needed
- Hazards Identification and Risk Assessment
- Ensure assigned tasks are completed in an efficient and timely manner
- Ensure correct placement of stock
- Customer interaction and dispute resolution
- Stocktaking

**Pick 'n Pay (Ga-Rankuwa)**

**Merchandiser** – November 2017 to June 2018 (Reporting into Store Manager)

- Assisting customers with merchandising queries
- Cashier duties
- Selling of merchandise
- Manage special orders and appropriate equipment for Customers
- Adhere to liquor sales laws pertaining to operational hours
- Manage special orders and appropriate equipment for Customers for pick up
- Perform aisle stocking and aisle supervision as needed
- Ensure assigned tasks are completed in an efficient and timely manner
- Ensure correct placement of stock
- Activation of sales promotions
- Customer interaction and dispute resolution
- Maintain good customer relations
- Stock availability and Stocktaking
- Stock requests between outlets and departments
- Offloading and Stacking of stock
- Adhoc shelf Replenishing

**Coca Cola Beverages South Africa ( Midrand )**

**Warehouse Learner** – September 2015 to October 2016 (Reporting to Warehouse Supervisor, Training Coordinator and Warehouse Manager)

I worked as a warehouse learner and I was trained in various departments which included warehouse (operations), Stock control, picking, account settlements, distribution, Raw material stores, warehouse administration and supply chain

**Unisa**

**Picker-** January 2015 to March 2015

- Picking, wrapping and dispatching material

**Aveng Mining**

**Mining Store Assistant** – June 2011 to October 2012

- Stock-taking
- Material issuing
- Good Housekeeping
- Stock requesting
- Offloading and stacking
- Shelf Replenishing
- Placing orders for stock shortages

**De Beers Consolidated Mines ( Voorspoed Mine)**

**Ore Extraction Operator** – February 2008 to January 2009

- Dozing material using a track dozer
- Hauling & dumping material using off highway
- Rigid body rear dumper

**Education**

- Tertiary Institution : UNISA
- Course Studying : Diploma in Law (Currently in Final Year)
- High School Attended : L.G Holele High School
- Highest Grade Passed : Grade 12 (Matric)
- Year Completed : 2001

**Languages**

SETSWANA	■ ■ ■ ■ ■
ENGLISH	■ ■ ■ ■ ■
AFRIKAANS	■ ■ ■ ■ ■
ISIZULU	■ ■ ■ ■ ■
SEPEDI	■ ■ ■ ■ ■

**Additional Skills & Training and Achievements**

**Skills & Training**

- Makwedeng Training Solution - National Certificate in Freight Handling
- Aspirata Auditing and Testing Certification - Basic Fire Fighting training
- Ikaheng HR Services - Counterbalance Lift truck – 3,000KG
- GM Training Services - Counterbalance Lift truck – 15,000KG
- Train The Nation (Aveng Mining) - Competency B

### **References & Documents**

Name : Mr O.C Ntsie  
 Company : Syngenta  
 Position : Logistics and Planning Manager  
 Contacts : 083 842 2399

Name : Mpho Mooko  
 Company : Coca Cola Beverages South Africa (Midrand)  
 Position : Training Coordinator  
 Contacts : 083 777 5064

Name : Simphiwe Mazibuko  
 Company : Department of Social Development  
 Position : Supervisor (Sustainable Livelihood)  
 Contacts : 079 180 7004  
 012 359 3467