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| 0659178601 | | 23 MOUNTAINVIEW AVE RANDBURG,2195 | [Precithandi.96@yahoo.com](mailto:Precithandi.96@yahoo.com)  [62511327@mylife.unisa.co.za](mailto:62511327@mylife.unisa.co.za) |
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| PRECIOUS BIYELA  Supply chain Operations | | | |
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| Objective |  | My work experience as an inventory clerk within the supply chain operations has enabled me to venture out into a cooperative environment where I have learnt to work amongst a group of individuals. This enabled me with the ability to support and sustain a healthy functioning working atmosphere. In the logistics field, I worked primarily in individualized aspect- where I distributed and sourced out transactions for my company.  This has allowed me to learn key components. These may range from how the financial industry is designed and works, what the aims, goals, and objectives of cooperation in tails. | |
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| Education |  | 2020-2022 | University of South Africa Accounting basics, Economical structures, and amendments |
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| EXPERIENCE:Logistics Supply Operation Support Engineer(ALTRON): |  | Responsible to monitor and maintain current inventory within the warehouse, ensuring that inventory reflecting on our IM / WMS is physically available & vice versa.Ensure strict adherence to processes policies & controls when fulfilling orders.Track orders and investigate any delays should receipt not be completed once carrier times have elapsed if applicable.Record and maintain inventory movement on the supply chain database, shipment of equipment to / from internal, external, vendors, suppliers and customers.Perform physical inventory counts to identify and mitigate risk.General and other inventory or warehouse-related functions including receiving/dispatched good and bad parts and ensuring all transactions are captured on the system. | |
| Administration (MEMSA) |  | Liaised with a diverse range of customers.Compiled excel invoices.Compiled spreadsheetsAnalyzing the lead data receivedAssisted with formulating solutions to streamline the lead to revenue transition process.Assisting with booking venues for meetings and ensuring that meeting venues are prepared. | |
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| Languages |  | English | Native language |
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| Computer skills |  |  |  |
|  |  | Microsoft Office Excel (High Proficiency)  Word (75 wpm), Outlook (Diary management)  PowerPoint (Professional presentation)  Data Capturing,  Leads  Management  Compiling Excel Spreadsheets  Compiling Financial  Statement |  |
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| References |  | Nomsebenzi Mkize | Altron Group  Service Desk Agent  AMS - SBSA East London & Port Elizabeth  nomsebenzi.mkhize@altron.com |
|  |  | Elizabeth Jansen Van Vuuren | MEMSA Mandela Mining  Public Sector Stakeholder Engagement at MEMSA  elizjvv@gmail.com  0832351233 |
|  |  | Lebo Marolen | Administrator Desktop Support  End year user  [Lebo.marolen@standardbank.co.za](mailto:Lebo.marolen@standardbank.co.za)  0614297532 |