

TSHOLOFELO MOKHACHANE

CONTACT

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STRATEGIC WAREHOUSE LOGISTICS PROFESSIONAL WITH EXPERTISE IN STREAMLINING OPERATIONS AND ENHANCING EFFICIENCY. SPECIALIZES IN INVENTORY MANAGEMENT, PROCESS OPTIMIZATION, AND SAFETY COMPLIANCE. COMMITTED TO FOSTERING COLLABORATION AND ACHIEVING OPERATIONAL GOALS IN FAST-PACED ENVIRONMENTS.

SKILLS

WAREHOUSE OPERATIONS
WAREHOUSE LOGISTICS
INVENTORY MANAGEMENT
WAREHOUSE MANAGEMENT SOFTWARE
OPERATIONS MANAGEMENT
EMPLOYEE SCHEDULING
COLLABORATIVE TEAMWORK
PROBLEM-SOLVING
STAFF DEVELOPMENT
MENTORING
COLLABORATIVE TEAMWORK
WAREHOUSE MANAGEMENT SOFTWARE

EDUCATION

EXPERIENCE

WAREHOUSE OPERATIONS LEAD

CEVA LOGISTICS | JOHANNESBURG, SOUTH AFRICA
JAN 2024 - CURRENT

- Monitored inventory levels, ensuring timely reordering to maintain supply continuity.
- Streamlined daily operations to enhance workflow efficiency and productivity.
- Oversaw problem resolution to address barriers to operational efficiency.
- Coordinated cross-functional teams to ensure seamless communication and task execution.
- Trained new team members on standard operating procedures and safety protocols.
- Developed and maintained operational documentation for compliance and training purposes.
- Interacted well with customers to build connections and nurture relationships.

PERSONAL ASSISTANT

SOMBUZ HOLDINGS | JOHANNESBURG, SOUTH AFRICA
JAN 2019 - DEC 2021

- Managed executive schedules, ensuring optimal time allocation for meetings and priorities.
- Improved time management of the executive through effective prioritization and organization of tasks.

DEC 2022

BACHELOR OF ARTS

MEDIA STUDIES,
JOURNALISM | EDUVOS | MIDRA
ND

Successfully completed a three-year Bachelor of Arts in Media Studies, developing strong skills in communication, media analysis, digital media, content creation, research, critical thinking, and project management. Gained a solid understanding of media and communication principles applicable in professional and corporate environments.

NOV 2019

BACHELORS DEGREE PASS

BENONI HIGH SCHOOL | BENONI

Physical Science, Mathematics,
Geography, History, Life
Orientation, French, English,
Afrikaans

- Coordinated travel arrangements, optimizing itineraries for efficiency and cost-effectiveness.
- Streamlined office communication processes, enhancing collaboration among team members.
- Assisted in project management, tracking progress and deadlines for multiple initiatives.
- Maintained appropriate filing of personal and professional documentation.

CERTIFICATIONS

First Aider

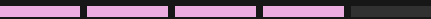
SEPTEMBER 2024

SOFTWARE

- WordPress
- Adobe PhotoShop MS Access
- Microsoft Word
- Microsoft Presentation
- Microsoft Excel
- Report Writing
- Blogging
- Tutoring

SOFTWARE

EXCEL



ADOBE

