

Rito Mahwayi

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Rito Mahwayi



Driver's License

C10

Dedicated leader proficient in keeping warehouse operations moving quickly and efficiency in order to outperform challenging production objectives on daily basis. Experienced fulfilment with a demonstrated history of working in medical device environment warehouse industry. Skilled in Shipping, Palletizing, Forklift, Very narrow aisle, Syspro ERP system and Warehouse management systems.



Skills / Strengths

- Teamwork and coordinating
- Planning and time management
- Reporting skills
- Documentation skills
- Equipment maintenance
- Data entry
- Inventory control
- Computer literacy
- Dependable, flexible and punctual
- Honesty
- Versatility



Experience

2019-06-30 – 2020-06-30

Picker Packer

Surgical Innovations

- Accepting incoming orders, processing and packing orders
- Counting inventory and insuring orders are shipped in a timely manner
- Scan delivered items and ensure quality
- Report damaged or missing items
- Update logs and documentations for inventory processing
- Invoicing and capturing data
- Preparing imports documents
- Operate heavy machine's like forklift and VNA machine

2020-07-01 –2023-04-28

Warehouse assistant(Export)

The Scientific Group

- *Improved productivity by reorganizing and streaming warehouse operations.*
- *Reviewed previous products and purged inventory*
- *Established new inventory and guidelines and trained staff for export*
- *Loading and unloading using different warehouse machines*
- *Keep neat and clean warehouse premises*
- *Operate forklifts and pallet jacks*
- *Handle delicate and sensitive products with utmost care*
- *Tracking and documentation of shipment's*
- *Checking tax and customs documents are correct*
- *Requesting estimate from different forwarders*
- *Working with national and international suppliers and agents*
- *Supports import and export operations*
- *Keeping records and monitoring shipment*
- *Knowledge and understanding of international trade laws and regulations*
- *Picking and packing*
- *Capturing shipment using different forwarders systems*



Education

Year of completion
2014

Tiyani Secondary School
Matric: Certificate to Diploma
Limpopo

- Xitsonga
- English
- Mathematical literacy
- Agricultural science

- Life sciences
- Life orientation
- Geography



Courses

Diploma in Operations Management (Ops) Online Course Alison

Diploma in Warehousing Management Online Course Alison

Certificate in Basics of Manual Handling in the Workplace Online Course Alison



Training and Certifications

2019-2020

YES4Youth Work Readiness Training

- | | |
|------------------------|--------------------|
| • Self-awareness | • Communication |
| • Work place readiness | • Entrepreneurship |
| • Financial literacy | • Innovation |
| • Time Management | • Customer Service |

2022

Elite Squad Holdings/Certificate In Lifting Equipment

2023

Alika Investment C.C/Certificate In Forklift Equipment



References

Name

Wendell Ferreira

Company

Surgical Innovations

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Name

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Company

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