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# Phuti Donald PHEME

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131 Lex Street Mahube Valley East Extension 2  
phutidonald14@gmail.com | 0791225195 | DoB: 23/05/2023

I am a self motivated individual, with a record of exceptional hard work. Willing to adjust to new environment.

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## Professional Experience

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### **Authentic Rating Solutions (Constantia Park)**

**01/18 - 12/22**

#### **Receptionist**

- Client call handler
- File scanner
- Inventory management

### **Sinikeza Stationery (Constantia Park)**

**06/19 - 07/23**

#### **Packer / Picker**

- Managed school inventory, including packing school packages and monitoring stock levels
- Ensured stock availability through regular checks and efficient inventory control

### **Superspar Mamelodi**

**10/23 - 01/24**

#### **Receiving**

- Stock reception and shelving
- DC stock offload
- Product damage inspection

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## Education

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### **Nare senior secondary school**

**01/10 - 12/16**

#### **Grade 12**

- Sepedi
- English first Additional language
- Tourism
- Geography
- Life sciences
- Life orientation
- Maths Literacy

### **Skill tech solutions**

**10/17 - 09/20**

#### **Business Administration Level 03**

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## Identity Number

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- 9705235965089

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## Key Skills

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- Time management
- Organisation

- Adaptability
- Leadership
- Communication

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## References

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Yolanda Du Plessis - Office Manager , Authentic Rating Solutions  
0823198877 | info@atrs.co.za

Samuel Shongoane - Operational Manager, Sinikeza Stationery ( Constantia Park)  
0645317166 | info@sinikeza.co.za

Marlene - Receiving Clerk , Superspar Mamelodi  
0834856961