

# PRECIOUS DINEO MKWANAZI



## CONTACT

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@ dineoprecious95@gmail.com

☎ 0780225008

📍 Johannesburg South Africa

## PERSONAL DETAILS

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Date of Birth : 1993/08/29

Marital Status : Single

Nationality : South African

Drivers License : Code 10 (C1)

## SKILLS

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Excel beginner

Filing compilation

Record keeping

Microsoft Outlook

Microsoft Powerpoint

Presentation Skills

Intellectual Skills

Interpersonal Skills

## REFERENCE

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**Mzwandile Mahlangu - "The City of Ekurhuleni Municipality"**

HR L& D Training Officer

mzwandile.mahlangu@ekurhuleni.gov.z

011-999-9368

**Yule Lement - "Ortho-Xact"**

Warehouse Manager

yulel@ascendismedical.com

0834110143

## LANGUAGE

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Zulu (Home Language)

English (First Additional Language)

Xhosa

Tsonga

## OBJECTIVE

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My main objective is to secure myself a stable work position in a reputable company or organization in order to be able to swiftly expand my learning and development endeavors to better equip knowledge and experience. My aim is to secure a career opportunity and maintain my standard by establishing a continuous training and development in order to remain an asset than a liability by utilizing very well my skills and trainings while making a positive impact on the company's/Organization's image. I strive to keep up with what's expected of me from my employer, while I use every feedback I receive as a way to improve even more.

## EXPERIENCE

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Northern Sotho  
Southern Sotho

*Feb-2016  
- Jan-  
2018*

**The City of Ekurhuleni Municipality**

HR L&D Learner/Intern

Arranges meetings by scheduling appropriate meeting times.

Booking of training rooms.

Manages correspondence by sending and replying emails.

Assists training officers in planning and arranging training interventions, including organizing catering and refreshments.

Manages reception area and looks after visitors and clients.

Answers phone-calls and transfers them as necessary to the relevant person.

Prepare excel monthly stats reports as assigned.

Creates agendas and takes meeting minutes.

Assists the HR Senior Clerk in purchase orders and invoices.

Maintains accurate records for employee time-sheet and leave forms.

Photocopy, scan and files appropriate documents as needed.

Assists the Training officer with conducting an induction every first of the month, to all newly appointed employees.

Overall assistance of HR Training division.

Aug-2022  
- July-  
2023

## **Ortho-Xact**

Yes Learner/Intern

Assists the dispatcher in dispatching of loan sets and implants to and from customers.

Assists in conducting inspection on loan sets (damaged, quantity, missing and expiry).

Assists in conducting loan set cycle counts and annual stock counts during stock take.

Generate and print delivery notes.

Keep paper work safe and attach together with delivery notes before sets gets checked.

Assists with giving instructions to drivers to collect and deliver sets to and from hospitals/customers.

Make sure all documentation is filed and kept as per ISO requirements.

Make sure all emails are attended to in time.

Receiving and confirming loan set bookings through (Call Phone) and (Time Tree).

Assists the Warehouse Manager in ensuring that all sets get delivered and collected timeously.

Assists with courier bookings.

Ensure that the bookings are put on the board and updated daily.

Ensure that the bookings are put on an excel sheet of Case Tracker and updated daily .

Transfer stock from one location to another on (SYSPRO) system.

Any other overall and reasonable tasks required by management.

Overall Warehouse/Admin assistance.

## **EDUCATION**

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2016

### **Damelin College**

National Diploma in Human Resources Management  
86%

2017

### **Damelin College**

Short Course in Procurement and Supply Chain Management  
86%

2017

### **Resonance Institute of Learning**

NQF Level 5 in ODETP  
95%