



Antonio Ribeiro

Contact

 0682167936

 antonio.ribeiro0516@gmail.com

 562 Brokenhill Ave, Eersterust, Pretoria

About Me

I am a detail-oriented and tech-savvy professional with experience in administrative support, warehouse operations, and legal cost management. With a background in filing administration, productivity tracking, and inventory management, I excel in organizing records, ensuring accuracy, and optimizing workflow efficiency. Proficient in Microsoft Office, Oracle, and various digital tools, I adapt quickly to new systems and processes I bring strong analytical skills, reliability, and a proactive approach to my work.

Key Attributes

- Self-Motivated
- Tech-Savvy
- Google Workspace
- Leadership Potential
- Dependability
- Quick Learner

Skills

- Microsoft Excel
- Basic Graphic Design
- Google Workspace
- Windows Operating Systems
- Oracle
- Microsoft Office

Education

- **Prosperitus Secondary High School** 2019
Matric
Subjects: Technical Mathematics, Technical Science, Electrical Technology, Engineering Graphics and Design, Afrikaans (Home Language), English
- **Warehouse and Retail Qualification**
GP Retail Learnership 2022 - 2023
- **ALX Africa** 2025 - Present
Data Science Course

Experience

- **Filing Assistant (Admin)** February 2024 - Present
AK Legal Costs Consultants
I manage and organize legal cost records, ensuring accuracy and compliance in documentation. I maintain both digital and physical filing systems, assist in preparing billing reports, and coordinate with legal staff and clients for cost assessments. Additionally, I provide administrative support, including scheduling and correspondence, while upholding confidentiality and data security standards.
- **Production Administrator (Outbound)** August 2022 – February 2024
Takealot Warehouse JHB
I monitored picker and packer productivity, provided hourly reports to management, and ensured accurate labeling and packaging of customer orders. I maintained productivity records using spreadsheets, tracked task completion via Oracle systems, and assisted with inventory management and health and safety procedures. Additionally, I supported staff with administrative tasks and system operations to enhance overall efficiency.
- **Picker (Outbound)** 2017- 2019
Takealot Warehouse JHB
I accurately fulfilled customer orders, conducted quality checks, and ensured proper labeling for shipments. I operated RF scanners for inventory management, maintained order-picking equipment, and adhered to health and safety standards. My role contributed to efficient workflow by ensuring timely task completion and supporting packers and warehouse operations.

Additional Information

- **Interests: Stock Trading:** I actively manage a personal portfolio, analyzing market trends and financial data to make informed investment decisions, which sharpens my strategic thinking and risk assessment skills.
- **Gaming:** My interest in gaming enhances my problem-solving, teamwork, and fast decision-making abilities, as I regularly engage in both competitive and cooperative gaming environments.

References

Sithembiso Lefakane

DC Manager/ Takealot JHB

Phone: 067 671 0063

Email : Sithembiso.lefakane@takealot.com

Eduarda Mutango

Senior Cost Officer/ Ak legal costs

Phone: 061 405 1372

Email : em.intja@gmail.com