ISMAA'EEL FAHMAY

RECEIVING/ QC INSPECTOR

+27 74 223 2402 fahmay17@gmail.com

ABOUT ME

I am a Receiving and support clerk with 5 years experience in administration, customer support and data analytics. I am currently employed as a Receiving Clerk/Quality Control Inspector at Process Automation. I single handedly ran a 3-man department for just over 10 months due to staff shortages whilst streamlining all daily procedures. Seeking a position in a company that will allow me to grow in a field that I am passionate about.

SKILLS

88% — Data Analyzing

90% — Customer Support

94% — Problem Soving

95% — Adaptability

95% — Divergent Thinking

96% — Technology Skills

WORK EXPERIENCES

Process Automation

Senior Receiving Clerk/Quality Control Inspector - 01 February 2018 – To date

- Receiving and capturing repairs
- Ensuring goods are off-loaded in the designated areas
- Processing of goods received on the system
- Epicor 10 ERP Systems as well as Microsoft Office
- Generating delivery notes for non-conformance goods
- Updating supplier capability report monthly
- Liaise with buying department regarding any queries from suppliers
- Notification to the relevant person about receipted goods.
- Send an email of receipted goods at the end of the shift.
- Preparing and assisting with stock-take (Team Leader)
- Capturing stock take data.
- Update the daily receipts report using Excel.
- Forwarding processed paperwork to finance department for payment
- Receive and inspect overseas and local goods
- Checking quantity and type of goods are as per purchase orders
- Current backup to QC inspector and Dispatch clerk.

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Mr. Delivery

Sales and Delivery Agent -27 November 2017 – 31 January 2018

- Client engagement
- Delivery and collection of Takealot orders
- Delivery and collection of Mr. Delivery orders
- Dispatching of orders

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EDUCATION

Metropolitan Raucall

- Senior Certificate
  - January 2010 – December

Frontend Simplified

- Full-Stack Web Developer
  - January 2023 to Date