

# ISMAA'EEL FAHMAY

FRONTEND DEVELOPEER



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## 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 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

### Udemy

- Full-Stack Web Development
  - May 2024 (Certified)

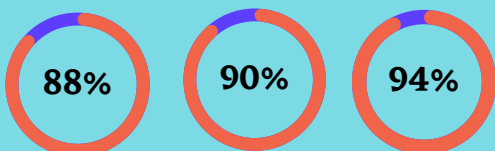
### Frontend Simplified

- Frontend Web Development
  - January 2023 to Date

## 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.

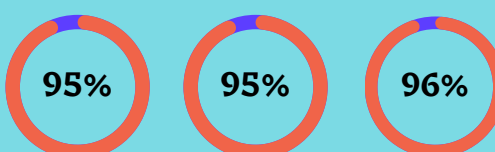
## SKILLS



Data  
Analyzing

Customer  
Support

Problem  
Solving



Adaptability

Divergent  
Thinking

Technology  
Skills