

Cell: +27 81 311 5843
Email: coslifem@gmail.com



PERSONAL DETAILS

Date of Birth	14 September 1971
Nationality	South African
Gender	Male
Marital Status	Single
Health	Excellent
Driver's License	Code 10 (PrDP)
Languages	English, isiZulu and seTswana
Residential Area	Savoy Estate Johannesburg.

EDUCATION

1988 **Grade 11 - Matric Not Passed**

- Mathematics & English
- Ignite

2017 Trade Tested Preparation - E Hailing

- Bolt
- Uber
- Trading - Stock Market College

SKILLS

Computer Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Excellent
- IT CompTIA
- Internet & email

Personal Skills

- Work under budget
- Ability to work calmly under pressure
- meet deadlines
- Self-disciplined
- motivated and able to motivate team members

Professional skills

- Good communication skills.
- Computer Skill
- Customer Services

EXPERIENCE

JASCO TRADING - LOGISTICS

1995 - 2017

Admin

- Internal sales assist
- Spreadsheet for shipping details
- Filling & Forward Shipping Details To the accounts Manager
- Load Shipping Details to the System

Despatch

- Check Invoice Details for Shipping
- Enter Details on The Systems
- Get shipping cost and Book Shipping

Import

- Get Import Cost
- After Sales Service
- Book Shipment
- Forward Shipping to the Buying Department
- Filling Shipping Paperwork For Receiving Purposes