

CURRICULUM VITAE
OF
BRENDA KHENSANE BALOYI

Personal Details

Surname	: Baloyi
First Name	: Brenda Khensane
Date of Birth	: 01 June 1982
Identity Number	: 8206010819089
Gender	: Female
Dependent	: Two
Marital Status	: Single
Nationality	: South African
Health	: Good
Drivers Licence	: Code C1
Home Language	: Xitsonga
Other Language	: English/ Sesotho/ Isizulu
Address	: 3060 Lehlohonolo Street Zone 2 Diepkloof Soweto
Contact Number	: 075 508 5072
Alternative Number	: 083 207 0459

EDUCATIONAL QUALIFICATION

Latest School Attended	: Diepkloof Adult Centre
Highest Standard Passed	: Matric 2016
Subject Passed	: Xitsonga : English : Afrikaans : Economics : Biology : Geography
Year	: 2006

TERTIARY QUALIFICATION

Institution : Makwedding Training
Course : Freight Handling (NQFLevel3)
Year : 2018

Institution : Intec College
Course : Intro to Risk Management
Year : 2012

Institution : Different Security College
Course : Security
Contents : Grade E, D, C & B with PSIRA
Year : 2009

WORK EXPERIENCE

Current Occupation : Ram Supply Chain
Occupation : Warehouse Inbound
Duration : January 2021 till to date

Previous Occupation : Ram hand to hand Courier
Occupation : Warehouse Inbound Returns
Duration : March 2020

Previous Occupation : Ram hand to hand Courier
Occupation : Quality Controller
Duration : 2011 till 2014
Reason : Promoted

Previous Occupation : Ram hand to hand Courier
Occupation : Security Administrator
Duration : 2014 to April 2015
Reason : Transferred

Company : Ram Courier
Previous Occupation : Customer Service Agent
(Collection Department)

Job Description:

Quality control:

- Checking waybills
- Scanning waybills
- Sorting shipments
- Counting shipments

Administration officer:

Book keeping and working in the volt

Security administration:

Loading tracking devices in vehicles, consigning waybills and sending shipments with couriers

REFERENCES

Name	: Mr Daniel Smith
Position	: Warehouse Manager Current Manager (Ram Supply Chain)
Contact Number	: 010 495 5473 076 1175 756

Name	: Mr Mark Jacobs
Position	: Warehouse Manager Previous Manager (Ram Supply Chain)
Contact Number	: 082 412 7746

PERSONAL STRENGH

I have been with Ram Company for 9 years now and learned a lot looking at my experience i have gained like receiving parcels, picking and packing, inbound returns, invoicing orders also having to learn ram system like RMS, Portal, Matflo etc. I'm a bubbly, drive Person with an appetite for new adventures. I am a well-spoken, hard working person who is eager to learn new things with excellent people skills. Dedication is a full description of me. I am a team player who is determine with good skills like listening skills, communication skills (oral and write) presentation skills, and interpersonal skills also have the ability to prioritize and work under pressure and meet deadlines.