

BULELANI BUYEYE

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PROFESSIONAL SUMMARY

I am a dedicated professional with a strong background in transportation management and logistics. With an Advanced Diploma and National Diploma in Transportation Management from the University of Johannesburg, I bring extensive experience as a Driver for Uber and Bolt, Quality Controller at Rea Vaya, and Founder of a successful food delivery service. I excel in optimising routes, ensuring top-notch customer service, and maintaining high standards of safety and efficiency. Currently seeking new job opportunities where I can leverage my skills in transportation, logistics, and quality control to contribute effectively and continue to grow professionally.

PROFESSIONAL SKILLS

- Logistics Management
- Quality Control
- Customer Service
- Leadership Skills
- Project Coordination
- Administrative Support
- Equipment Maintenance
- Data Analysis
- Safety and Compliance
- Technological Proficiency

EDUCATION

Progress	Advanced Diploma in Transportation Management	University of Johannesburg
2018	National Diploma in Transportation Management	University of Johannesburg
2014	Higher Certificate in Entrepreneurship	University of Johannesburg
2012	Matric	Thaba Jabula Secondary School

EXPERIENCE

Nov 2023 – Aug 2025 Driver GMK Civil (EPWP)

- Transported EPWP workers safely to and from various projects site, ensuring punctuality and adherence to schedule routes.
- Conducted daily vehicle inspections to ensure roadworthiness and reported mechanical issues for timely maintenance.
- Complied with all road safety regulations, ensuring the safety of passengers and equipment.
- Maintained accurate vehicle logbooks including mileage, fuel consumption and records.
- Assisted with loading and unloading of tools, materials and projects equipment when necessary.
- Provided logistical support for training session, site meetings and official EPWP activities.
- Worked closely with supervisors and team leaders to coordinate transport needs and communicate and operation issues.
- Upheld professional conduct and respect for all EPWP staff.

Oct 2022 – Oct 2023

Driver

Uber and Bolt

- Safely transport passengers to their destinations while maintaining a high level of customer service.
- Ensure passengers have a comfortable and enjoyable ride experience.
- Utilise GPS systems and navigation applications to determine and follow the most efficient routes.
- Adapt to real-time traffic conditions and adjust routes as necessary to ensure timely arrivals.
- Perform regular vehicle maintenance checks and ensure the vehicle is in good working condition.
- Address any maintenance issues promptly to avoid disruptions in service.
- Keep the vehicle clean and presentable at all times.
- Provide a friendly and professional service to all passengers.
- Assist passengers with their belongings and ensure their safety and comfort during the ride.
- Handle any customer inquiries or concerns promptly and courteously.
- Adhere to all traffic laws and regulations to ensure the safety of passengers and other road users.
- Follow Uber and Bolt safety guidelines and protocols.
- Efficiently use both Uber and Bolt driver apps to manage ride requests and track earnings.
- Ensure both apps are active and monitored simultaneously for optimal ride opportunities.

Mar 2021 – Aug 2022

Quality Controller

City of Johannesburg (Rea Vaya)

- Monitor and evaluate the quality of services provided by Rea Vaya.
- Ensure compliance with established standards, regulations, and operational procedures.
- Conduct regular inspections and audits of buses, stations, and facilities.
- Identify areas for improvement and recommend corrective actions.
- Develop and implement quality control procedures and best practices.
- Collect and analyse data related to service performance and quality metrics.
- Prepare detailed reports on quality issues and improvement initiatives.
- Track and report on the implementation of corrective actions.
- Provide training to staff on quality standards and procedures.
- Develop training materials and conduct workshops to promote quality awareness.
- Support staff in understanding and adhering to quality requirements.
- Collect and analyse customer feedback to identify quality issues.
- Address customer complaints and ensure timely resolution.
- Use feedback to drive continuous improvement in service delivery.
- Ensure all quality control activities comply with safety regulations.
- Promote a culture of safety and quality within the organization.
- Conduct safety audits and inspections as required.

Apr 2020 – Feb 2021

Founder

BDL Woke Black Child

- Oversee the complete food delivery process, ensuring timely and accurate deliveries.
- Guarantee that every customer receives a positive and memorable experience.
- Utilize GPS systems and navigation applications to determine and follow the most efficient routes.
- Conduct feasibility studies on alternative routes to improve delivery times.
- Plan strategies to curtail delays in arrival and departure.
- Perform preventative vehicle maintenance to ensure all delivery vehicles are in optimal condition.

- Conduct pre-departure checks to identify and address any concerns or potential issues.
- Develop and implement strategies to ensure efficient transport operations.
- Utilize IT systems to track the exact location of delivery units and optimize logistics.
- Supervise a team of 10 drivers and 3 Tuk Tuk conductors, ensuring high performance and adherence to company standards.
- Provide training, support, and guidance to the team to enhance productivity and service quality.

Oct 2019 – Apr 2020

Warehouse Operator and Picker

Coca-Cola Beverages South Africa

- Accurately pick and pack products according to customer orders.
- Ensure products are correctly labelled and prepared for shipment.
- Use handheld scanners and other warehouse equipment for order picking.
- Assist in receiving, unloading, and storing incoming products.
- Organize and maintain warehouse inventory in an orderly and accessible manner.
- Perform regular stock counts and report discrepancies.
- Conduct routine equipment inspections and report any maintenance issues.
- Adhere to all safety protocols and procedures to ensure a safe working environment.
- Comply with company policies, procedures, and regulatory requirements.
- Participate in safety training and contribute to a culture of safety awareness.
- Inspect products for damages or defects and report any issues to supervisors.
- Ensure that all products meet quality standards before shipment.
- Work collaboratively with team members to achieve daily operational goals.
- Communicate effectively with supervisors and colleagues to ensure smooth operations.

Mar 2018 – Nov 2018

Project Coordinator

Hollard Insurance

- Assist in the development of project plans, schedules, and budgets.
- Coordinate project activities and ensure all project phases are documented and organized.
- Monitor project progress and provide regular updates to stakeholders.
- Serve as a point of contact between project teams, management, and clients.
- Facilitate effective communication and collaboration among project stakeholders.
- Prepare and distribute project-related reports, presentations, and documentation.
- Assist in the allocation and management of project resources, including personnel, equipment, and materials.
- Ensure that project resources are utilized efficiently and effectively.
- Identify potential project risks and issues and assist in developing mitigation strategies.
- Monitor and track project risks and ensure timely resolution of issues.
- Ensure that project deliverables meet quality standards and client expectations.
- Conduct quality checks and provide feedback to project teams for improvement.
- Maintain project documentation, including contracts, schedules, and meeting minutes.
- Organise and coordinate project meetings, including preparing agendas and taking minutes.

Aug 2015 – Oct 2019

Administrator Student Assistant

University of Johannesburg(JBS)

- Assist with day-to-day administrative tasks including data entry, filing, and document management.
- Handle incoming calls, emails, and other communications, directing inquiries to the appropriate personnel.
- Schedule and coordinate meetings, appointments, and events.
- Provide support to students with administrative queries and concerns.
- Assist with the enrolment and registration processes.
- Help maintain and update student records and databases.
- Assist in organizing and executing school events, workshops, and seminars.
- Coordinate logistics for events, including room bookings, catering, and material preparation.
- Maintain office supplies and ensure that the office environment is clean and orderly.
- Assist with the preparation and distribution of materials such as newsletters, flyers, and reports.
- Serve as a liaison between students, faculty, and administrative staff.
- Ensure effective communication within the department and with external stakeholders.

Aug 2013 – Feb 2014

School Assistant (Volunteer)

Thembu Primary School

- Assist teachers with classroom preparation and organization.
- Support students with their learning activities under the guidance of the teacher.
- Help manage classroom behaviour and maintain a positive learning environment.
- Provide one-on-one or small group support to students as needed.
- Supervise students during lunch, recess, and other non-classroom activities.
- Ensure the safety and well-being of students at all times.
- Assist with the arrival and departure of students, including bus and car line duties.
- Assist with clerical tasks such as photocopying, filing, and maintaining student records.
- Help prepare materials for lessons and school events.
- Provide support during school events, assemblies, and field trips.
- Communicate effectively with teachers, staff, students, and parents.
- Relay important information to appropriate parties in a timely manner.

ACHIEVEMENTS

- **Co-Founder/Project Coordinator - Team Up to Learn (NPO):** Co-founded "Team Up to Learn," assisting children with homework and projects. Implemented educational programs to enhance academic performance.
- **Project Coordinator - Hollard:** Led project for Hollard Insurance, delivering policy documents across Gauteng. Improved delivery efficiency and client satisfaction.

PERSONAL INFORMATION

Date of Birth

07 December 1993

Nationality

South African

Languages

English

IsiXhosa

Sepedi

Setswana

Sesotho

Driver's License

Code 14 EC learners driver licence

Code 10 with PDP

Criminal Record

None

References

Lefa Teele

Reporting Site Manager

GMK Civil (EPWP)

082 063 7495

Mashudu Mabunda

Reporting Senior Manager

City of Johannesburg (Rea Vaya)

073 125 5772

Simmons Siwele

Reporting Senior Manager

Coca-Cola Beverages South Africa

082 304 1371

Zama Mbuyazi

Reporting Senior Manager

Hollard Insurance

073 901 6513