

SIZWE NXUMALO

Midrand, Gauteng, South Africa

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PROFESSIONAL SUMMARY

Detail-oriented and reliable Warehouse and Logistics Assistant with experience in stock handling, inventory control, and distribution processes. I am skilled in warehouse operations, reporting, and logistics coordination. Strong ability to work in teams, manage time effectively, and ensure accuracy in all tasks.

SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
 - Exact Software
 - ACI System
 - Computer Literacy
 - Accountability
 - Time Management
 - Teamwork
 - Emotional Intelligence
 - Attention to Detail
 - Communication Skills
 - Problem Solving
 - Self-Management
 - Develop, Implement, and Evaluate Processes
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WORK EXPERIENCE**Warehouse Assistant**

Courier Guy

November 2025 – December 2025

- Processed parcels using the sward machine for dimensions and weight
- Received and arranged freight from inbound lines and local drivers
- Scanned, sorted, and packaged freight for outbound linehails

- Reported damaged goods and repackaged where possible
 - Verified inbound freight and ensured manifests were complete
 - Distributed re-routed parcels to new destination areas
 - Allocated inbound freight to correct local routes
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Warehouse and Logistics Assistant

Ottobock SA

April 2019 – December 2022

- Picking and packing stock accurately
 - Receiving stock and managing inventory
 - Ordering stock from suppliers
 - Maintaining housekeeping standards
 - Offloading trucks
 - Creating weekly reports
 - Generating waybills
 - Processing invoicing
 - Conducting stock counts
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EDUCATION

National Senior Certificate (Matric)

Kgethatsebo-Khethulwazi Secondary School

Year Completed: 2013

REFERENCES

Mr. Chris

Project Manager, KB Afri

Phone: 076 223 5320

Mr. Nathaniel Pillay

Logistics Manager, Ottobock SA

Phone: 010 500 5600

Email: Nathaniel.pillay@Ottobock.com

Mr. Motaung Xolani

Warehouse Supervisor, Courier Guy

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