

PHILLIPINE KUKELA KEABETSWE MAJATLADI

BCom Business Management Graduate | Logistics & Warehouse Operations

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PROFESSIONAL PROFILE

Organised and detail-oriented Business Management graduate with practical logistics and warehouse experience. Completed a Logistics Trainee placement from June 2025 to December 2025, gaining exposure to inventory control, warehouse operations, stock-taking, variance investigation, order fulfilment, workflow coordination and team support. Currently building further hands-on experience in picking and floor operations, with strengths in communication, administration, accuracy, teamwork and working under operational pressure.

CORE COMPETENCIES

Inventory Control • Warehouse Operations • Stock-Taking & Verification • Inventory Variance Investigation • Order Picking • FIFO / Expiry-Date Monitoring • Workflow Coordination • Shift Handovers • Team Player • Microsoft Office • Communication • Customer Service • Problem Solving

PROFESSIONAL EXPERIENCE

Operations Volunteer & Casual Picker | December 2025 – Present

SPAR South Rand Distribution Centre

Picker / Warehouse Operations

- Accurately and speedily assemble Retailer orders to support deliveries being received in the right quantity and on time.
- Ensure quality stock is assembled according to store orders and company picking standards.
- Maintain health and safety standards within the warehouse and participate in housekeeping activities.
- Maintain the picking face and allocated aisles and support level-picking requirements.
- Participate in financial stock counts and contribute to team effectiveness through active participation.
- Work across the warehouse as required and support operational requirements during flexible hours and overtime.
- Apply strong communication, teamwork and interpersonal skills while working in a fast-paced warehouse environment.

Operations Volunteer

- Support broader floor operations and assist with coordinating daily operational activities.
- Conduct physical stock-takes, monitor expiry dates and investigate inventory variances to identify and reconcile stock discrepancies.
- Assist with daily shift handovers and team kick-offs to improve communication and continuity between shifts.
- Support the allocation of operational tasks and workflows to floor staff to promote efficient warehouse activities.

Logistics Trainee | January 2025 – December 2025

SPAR South Rand Distribution Centre

Training Rotations / Exposure

Inventory Controller (C) – Trainee Rotation

- Monitored inventory reports, stock adjustments and stock levels while supporting the smooth flow of satellite replenishments.
- Supported stock investigations, daily stock counts and verification of satellite stock balances.
- Assisted with ensuring physical stock remained aligned with system balances and supported wall-to-wall stock count activities.
- Supported monitoring of Put-away and Let-down activities to help minimise re-picks.
- Assisted with coordinating stock requisitions, urgent stock requirements and communication with relevant stakeholders.

Assembly Controller (C) – Trainee Rotation

- Received practical exposure to the control and management of RF and Voice equipment used in warehouse operations.
- Assisted with equipment issuing and returns, handovers and maintaining control of operational equipment.
- Supported picker training and gained exposure to daily pick waves, resource allocation and operational requirements.
- Worked with Inventory teams on repicks and supported timely communication of operational issues.
- Gained exposure to stock counts, equipment audits, housekeeping and performance management within the picking environment.

Receiving Controller – Perishables (C) – Trainee Rotation

- Supported day-to-day receiving functions and gained practical exposure to receiving processes and vendor requirements.
- Gained exposure to cold-chain requirements, quality control, off-loading procedures and supplier scheduling.
- Assisted with monitoring rotational dates on received stock and understanding FIFO requirements.
- Observed and supported receiving statistics, supplier coordination and service-level requirements.
- Developed practical understanding of Perishables receiving processes, stock handling and customer service to the Inventory department.

Education Assistant | March 2020 – December 2021

Rembrandt Park School, Lombardy East

- Coordinated daily operational activities and maintained organized workflows for staff and students.
- Maintained accurate digital and physical filing systems and handled records in line with data-management requirements.
- Served as a front-of-house liaison for parents, visitors and external stakeholders, managing enquiries professionally.

Cashier | January 2019 – January 2020

Mr Price, Sandton

- Supported store operations through stock handling and basic inventory tracking activities.
- Handled customer enquiries and complaints professionally in a fast-paced retail environment.

EDUCATION

Bachelor of Commerce in Business Management | 2023 – 2025

Damelin College – Braamfontein, Johannesburg | Graduated July 2026

Public Relations Management | 2020 – 2023

Damelin College – Braamfontein, Johannesburg | Incomplete – two modules outstanding

National Senior Certificate | 2018

Seabe High School – Hamanskraal, Mpumalanga | Completed December 2018

RELEVANT MODULES

Supply Chain Management • Logistics Management • Financial Management • Strategic Management • Research Methodology

INTERESTS

Trade Publications • Case Study Analytics • Puzzle Solving • Strategy Board Games • Team Sports • Fitness

REFERENCES

Mr. Derrick Nyathi – Supervisor | 011 821 4291

Mr. Mohale Makgobatlou – Mentor | 011 821 4465

Mr. Thando Dube – HR | 011 821 4654