

SAMKELISIWE DLAMINI

DIPLOMA IN TRANSPORT MANAGEMENT

078 891 4889/082 3845 256
dsamkerh@gmail.com
49 Spanier Marson Road, Durban,
4052, (Willing to relocate)

PERSONAL DETAILS

Date of birth
8 May 1997

LANGUAGES

English
IsiZulu

SKILLS

Communication skills (Verbal and Non-Verbal)
Excellent Administrative skills
Computer Literacy (Outlook, PowerPoint, Excel and Word)
Ability to work under pressure
Inventory & Stock Management
Strong knowledge of Transport & Logistics
Interpersonal skills
Problem solving skills
Knowledge of PFMA, PPPFA and BBBEE
Baisc Accounting skills

ABOUT ME

Graduate with a Diploma in Transport Management, seeking an internship or entry-level position that allows me to apply my academic knowledge and hands-on experience in transport administration, stock control, data capturing, and operational coordination. I am highly motivated, detail-oriented, and committed to delivering efficient and accurate service. I aim to contribute positively to organisational operations, support effective resource management, and develop my skills in logistics, administration, and operational management. Eager to take on challenges, learn from experienced professionals, and grow within a dynamic and structured work environment.

EDUCATION

DIPLOMA IN TRANSPORT MANAGEMENT (NQF LEVEL 6)
UNIVERSITY OF ZULULAND
2025

GRADE 12
MOWAT PARK GIRLS HIGH SCHOOL
2016

WORK EXPERIENCE

IN-SERVICE TRAINEE/ WAREHOUSE ASSISTANCE
PRINCE MSHIYENI MEMORIAL HOSPITAL | DURBAN
MAY 2025 - NOV 2025

Stationery store

- Assisting end users on a daily basis by packing their orders and collecting their orders that they have placed.
- Capturing of data every month of stock that we have packed and issued to end users from different wards and clinics.
- Receiving of stock from suppliers by doing stock count, checking the correspondence between the stock received and the quantity of stock on the invoices.
- Recording the stock received in the Goods Receipt Notebook and other necessary documents to compile a payment for the stock received.
- Dispatching of stock for end users for clinics and wards in a loading sequence meaning goods that will be delivered last must be loaded first to avoid double handling.
- Costing of stock for clinics to manage their monthly budget.

Transport

- Manage daily vehicle trip schedules and monitor trip utilisation.
- Complete and process trip authorisation request forms in line with departmental procedures.

REFERENCES

DERRICK ZAMANI MHLONGO
(SUPERVISOR)
Prince Mshiyeni Memorial Hospital
031 907 8550/072 885 6080

JESSICA SOLOMON
Mentor
079 838 6180

NOSISA MTSHUTSHANA
Mentor
084 505 4701

- Issue and control petrol cards while ensuring accurate record-keeping and compliance.
- Compile, capture, and submit monthly operational reports.
- Maintain accurate and well-organised filing systems for transport-related documentation.