CURRICULUM VITAE

PERSONAL DETAILS

Full Names: Mohube Sheron

Surname: Makgwale

Date of Birth: 14 September 1990

Identity Number: 9009140841083

Nationality: South African

Gender: Female

Marital Status: Single

Home Language: Sepedi

Other Languages: English, IsiZulu

Driver's License: Code 14 with PDP

Criminal Record: None

Physical Address: Block 30 Unit 244, Jalua Volcano Street, Clayville Ext 80, Olifantsfontein, 1666

Contact Number: 065 984 4904 / 069 771 0077

Email Address: Sheronmohube@gmail.com

PROFESSIONAL SUMMARY

Experienced Administrative Clerk with over five years of experience in office administration, data capturing, record management, logistics coordination, and customer service. Possess strong organisational skills, attention to detail, and the ability to work under pressure. Proficient in Microsoft Office and administrative systems.

EDUCATIONAL QUALIFICATIONS

National Certificate: Supply Chain Management (NQF Level 5), Completed June 2025

National Diploma: Office Management and Technology, Vaal University of Technology

Grade 12 (Matric), Modipadi Secondary School, 2008

WORK EXPERIENCE

Bearing Man Group (BMG)

Position: Logistics Administration Clerk

Period: January 2019 – Present

Duties:

- Generating pick notes and processing job documentation.
- Following up on outstanding orders and resolving queries.
- Requesting and coordinating stock transfers between branches.
- Liaising with customers regarding job progress.
- Maintaining filing systems and job documentation.
- Managing office stationery and PPE stock.
- Ensuring work orders are processed within specified deadlines.

City of Ekurhuleni – Fleet Management Department

Position: Administrative Intern

Period: November 2015 – October 2017

Duties:

- Maintaining filing systems and administrative records.
- Data capturing and updating system information.
- Issuing fuel stock using the eFuel system.
- Scheduling Fuel O Mat installations.
- Loading and updating vehicle information on FHO system.

REFERENCES

Siya Khumalo – Value Add Manager, Bearing Man Group – 011 620 1914 / 072 787 7122

Johannes Makhuvela – Value Add Supervisor, Bearing Man Group – 011 620 7443 / 078 047 2747

George Maswuma – Project Manager, Fleet Department, City of Ekurhuleni – 011 999 0209 / 076 498 8587

Vusimusi Qwabe – Divisional Head, Fleet Department, City of Ekurhuleni – 011 999 6948 / 079 887 3345