

# MamatladiThulo

**Gender:** Female  
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## ACADEMIC QUALIFICATIONS

2016 (Final Year)  
**Tshwane University Technology - Pretoria**  
Operations Management

2011  
**Dunamis Christian School**  
Matric

## PERSONAL PROFILE

I am a dynamic 23 year old who is about to graduate with a Diploma in Operations Management, specialising in the Manufacturing sector from the Tshwane University of Technology. I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team player and am very willing to learn and develop new skills. I am reliable, dependable and have an active approach to work. I am determined and decisive.

## CARREER HISTORY

### PRODUCTION ASSISTANT

*EyeSlices Manufacturing Pty (Ltd)*  
*March 2015 – Present*

Work duties:

- Assisting the Production Manager keep track of the batches of the products manufactured.
- Ensuring that all paper work and administration is in order.
- Assisting with the communication between the suppliers and company.
- Managing the supply chain.
- Assisting with the supervision of the factory packers, making sure they know about incoming orders and when they need to be packed.
- Assisting with the management of the stock needed to produce the product.

## **MONITOR**

*Dunamis Christian School*

*August 2011 – December 2011*

Work duties:

- Assist the teacher in the classroom with students where possible with marking work, explaining work.
- Assist with the completion of relevant documentation that the school or students require.

## **KEY COMPETENCIES AND SKILLS**

### **Professional skills:**

- Analytical thinking, planning.
- Strong verbal communication skills.
- Accuracy and attention to detail.
- Problem analysis and ability to solve problems efficiently.
- Interpersonal skills.
- Proficient in the Microsoft package.

### **Personal skills:**

- Self-motivated.
- High level of energy.
- Decision making, critical thinking, organizing and planning.
- Tolerant and flexible in different situations.

## **REFERENCES**

Doreen Cloete

***CEO and Principal, Dunamis Christian School***

076 318 8575

057 357 4522

Kerryne Krause-Neufeldt

***CEO, eyeSlicesManufacturing***

010 224 0134

Toby Neufelt

***Production Manager, eyeSlicesManufacturing***

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