

# Duncan Jansen

## OBJECTIVE

To receive an opportunity where I can make the best of my potential and contribute to the organization's growth .

## REFERENCES

Available upon request.

## ADDRESS

Gqeberha

## PHONE

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## EMAIL

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## DRIVERS LICENSE

Code B

## SOUTH AFRICAN ID

7911195174082

## EXPERIENCE

### **The IOD & Medical Centre August 2023 – October 2023 Temp Receptionist**

- Meeting and greeting of patients and clients
- Answering of incoming calls and making outgoing calls
- Dealing with bookings and appointments of patients
- Liaising with Doctors in connection with patients
- Liaising with paramedics about transportation
- Liaising with x rays department about results
- Administration and filing of patient files and documents
- Redirecting patients to relative Doctor according to appointment cards

### **KINGSHINE CAR CARE PRODUCTS**

#### **MARCH 2022 – MARCH 2023 Supervisor**

- Staff supervision
- Identifying and purchasing of stock
  - Customer relations
- Ensuring that all equipment & products are used with great care
  - Weekly and monthly stock take.
  - Delivery orders and invoices.

#### **SMART CENTRE**

#### **JANUARY 2022 – FEBRUARY 2022**

#### **Telesales Agent**

- Creating possible leads for new clients.
- Surveys completed for potential clients.

## **BIDVEST INTERNATIONAL LOGISTICS**

MAY 2021 – NOVEMBER 2021

Forklift driver / Despatcher and Receiving Operator

- receiving emergency and non-emergency calls, monitoring driver logs, keeping records, addressing problems, loading and unloading materials from a variety of vehicles.
- Moving pallet-packed materials around the site or storage facility.
- Checking loads are secure.
- Performing equipment checks and basic maintenance.
- Following written instructions and keeping records.

CLOVER S.A. (PTY) LTD

**SEPTEMBER 2020 – MARCH 2021**

**Forklift driver**

- Loading and unloading materials from a variety of vehicles.
- Moving pallet-packed materials around the site or storage facility.
- Checking loads are secure.
- Performing equipment checks and basic maintenance.
- Following written instructions and keeping records.

## **EBOR AUTOMOTIVE SYSTEM**

**JANUARY 2020 – MARCH 2020**

**Material Handler**

- Material storage and organization
- Receiving and inspecting materials
- Inventory management
- Order picking and packing
- Documentation and record-keeping
- Continuous improvement: Identifying opportunities for process improvements, cost savings, or efficiency enhancements within the material handling operations and suggesting ideas or implementing changes to optimize workflows.

## **BIDVEST VERICON ORION ENGINEERED CARBONS (PTY) LTD**

**OCTOBER 2016 – JANUARY 2019 Warehouse**

**Supervisor**

- Analyze shipment logs
- Review timelines of scheduled deliveries
- Track inventory levels
- Order new supplies in timely manner
- Consistently work to improve processes and optimize employee workflow
- Determine and track most important warehouse KPI
- Ensure that facility equipment is properly maintained
- Communicate and collaborate with other team members

- Train , guide and evaluate new warehouse members
- Track expenses related to fuel , storage and truck maintenace
- Ensure samples has been taken from grades and submitted to lab
- Liaise with lab about material status
- Disciplinary actions
- Receiving of materials
- Dispatching of materials according to delivery notes

## **ASPEN PHARMACARE**

**2006 - 2016**

### **Operator**

- Ensuring batch records and logbooks documentation with detail and accuracy
- Execute the procedure used to clean pharmaceutical production equipment and facilities
- Operate pharmaceutical machinery and executes procedures for manufacturing such as dispensing , mixing , coating , encapsulating , granulating and compressing of tablets
- Execute total handovers
- Identify and assists in the corrective actions of processing related issues
- Maintain productions reporting for assigned work unit operation
- Perform required in – process product quality checks and documents accurately
- Execute procedures to complete tasks in a safe and efficient manner
- Work in collaboration with others as part of the team
- Assist with training with other production trainees and operators
- Use ability to complete tasks in a compliant and safe manner
- Effectively communicate issues to supervisor
- Adhere to all SOP compliance mandates and quality requirements
- Assists in the identification and implementation of continuous improvement opportunities
- Perform other related duties as assigned to meet departmental and company objectives

## **EDUCATION**

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Matriculated 1998 – Westville High Gqeberha

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## **CERTIFICATES & COURSES**

AL Training – Forklift Certificate

Resolute Academy - Introductory Receptionist Course

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## **SKILLS & SYSTEMS**

Analyzing data

Process re-engineering

Inventory management

Supervisory skills

Critical thinker

Team player