[Your Full Name]

[Cell number]
[Email address]
[Area/Suburb, City]
[LinkedIn URL - optional]

PERSONAL STATEMENT

Detail-focused Dispatch Clerk with experience in warehouse dispatch admin, preparing delivery notes and invoices, checking pick slips, confirming loading quantities, and controlling paperwork for daily deliveries. Confident communicator with drivers and internal teams, committed to accurate capturing, neat filing, and on-time dispatch.

KEY SKILLS

- Delivery notes (DNs), invoice checks, POD control
- Pick slip checks, shortages/damages reporting
- Stock capturing and basic dispatch reconciliation
- Driver liaison, route/collection coordination support
- Document control: filing, scanning, printing, archiving
- Computer literacy: Excel basics, email, scanning/printing

WORK EXPERIENCE

Dispatch Clerk — [Company Name], [City]
[Month Year] – Present

- Prepared and printed delivery notes and supporting paperwork for daily dispatch.
- Checked pick slips against stock and confirmed quantities before loading; escalated shortages and damages to the supervisor.
- Liaised with drivers regarding collections, loading sequence and POD requirements.
- Captured dispatch information on system and maintained organised filing for easy traceability.
- Assisted with returns processing by confirming items received and updating paperwork for credit follow-up.

Warehouse Assistant (Receiving/Dispatch Support) — [Company Name], [City]
[Month Year] – [Month Year]

- Supported dispatch and receiving admin by sorting documents, printing pick slips and scanning PODs.
- Helped with loading checks by verifying item counts and reporting mismatches early.
- Kept the dispatch area clean and organised; labelled files and maintained document packs per route.
- Worked closely with forklift operators and pickers to prioritise urgent loads.

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EDUCATION

Matric (NSC) — [School Name], [Year]

COURSES / CERTIFICATES

- Basic Computer Literacy / MS Excel (Beginner) — [Provider], [Year]
- Health & Safety / First Aid (if applicable) — [Provider], [Year]
- Forklift licence (if applicable) — [Provider], [Year]

REFERENCES

Available on request.

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