[Your Full Name]

[Gqeberha / Johannesburg / Durban]
[Cell number]
[email@example.com]

PROFESSIONAL SUMMARY

Licensed forklift operator with [X] years' experience in [warehouse / DC / manufacturing] environments. Skilled in safe loading and offloading, put-away, replenishment and dispatch support using [reach truck / counterbalance]. Known for consistent pre-use checks, careful handling to reduce product damage, and steady output during peak periods. Holds a valid forklift operator licence and has experience working shifts.

KEY SKILLS

- Forklift operation: [Counterbalance / Reach Truck / Both]
- Pre-use inspection and daily checklist
- Loading and offloading (trucks and containers)
- Put-away and bin location accuracy
- Replenishment to picking aisles
- Pallet building, shrink-wrapping and labelling
- Stock rotation (FIFO / FEFO where required)
- RF scanner / WMS basics: [system name, if known]
- Housekeeping and safe stacking

LICENCES & CERTIFICATIONS

- **Forklift Operator Licence** – [Counterbalance / Reach Truck] | Issued: [Month Year] | **Expires:** [Month Year]
- **Forklift Operator Licence** – [Reach Truck / Counterbalance] | Issued: [Month Year] | **Expires:** [Month Year] (if applicable)
- [First Aid Level 1 / Firefighting / SHE Rep / Working at Heights] (only if true)

WORK EXPERIENCE

Forklift Operator – [Company Name], [City]
[Month Year] – [Month Year or Present]

- Operated a **[reach truck / counterbalance]** to support receiving, put-away, replenishment and dispatch in a [FMCG / retail / manufacturing] warehouse.
- Completed **daily pre-use inspections**, reported faults early, and followed site safety rules for pedestrian zones and speed limits.
- Loaded and offloaded delivery vehicles, securing pallets correctly to reduce **product damage** and returns.
- Moved stock to the correct **bin locations**, helping pickers find stock and reducing "missing stock" investigations.

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- Supported cycle counts and stock takes by retrieving pallets and checking pallet IDs and barcodes.
- Used [RF scanner / picking slips / GRNs] to confirm stock movements.
- Worked [day / night] shift and helped during peak periods with overtime when required.
- **Licence:** Forklift Operator Licence ([type]) – **Expires:** [Month Year]

Warehouse Assistant / General Worker – [Company Name], [City]
[Month Year] – [Month Year]

- Prepared pallets (wrapping, strapping, labelling) and helped with picking and packing to meet daily dispatch deadlines.
- Kept aisles clear and maintained housekeeping to reduce slip and trip hazards.
- Learned the full warehouse flow: receiving, put-away, replenishment, picking and dispatch.

EDUCATION

National Senior Certificate (Matric) – [School Name], [Year]
(or highest grade completed)

ADDITIONAL INFORMATION

- Availability: [Immediately / 2 weeks / 1 month]
- Shift work: [Yes / No]

REFERENCES

Available on request.

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