**CURRICULUM VITAE** Kholwane Milford

Nkuna

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# WORK PROFILE

**LANGUAGE SERVICES** *(Freelance: 1990 – to date)*

* **Translation, Editing:** Books, leaflets, letters, general and technical documents, contracts, radio ads, etc.
* **Target Language:** English, Xitsonga
* **Interpreting:** Xitsonga & IsiZulu (**Clients:** Brainstorming; Gauteng Legislature; Conferences)
* **Translation tools:** SDL Studio Trados
* **Language Services Clients:** The Translation World; Mosekola Solutions; Lingua-World; Dilicom; PoliLingua; Simply Translate; Localize Africa; Sorror Language Services; Brainstorming; AOD Translation Services; Thohoyandou Victim Empowerment Programme
* <http://www.proz.com/translator/2304322>

**SCRIBE *(Monash South Africa: June 2015 – to date, part time)***

* Supported students in writing exams, reading out instructions, exam paper and ensure final output is as per instruction and student’s full understanding.

**LOGISTICS MANAGER** (*Primedia Instore: 2011-2013)*

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| * Controlled stock levels, coordinated order cycles, issued work schedules and distribution of products. * Implemented policies, procedures and objectives; ensured clear communication of these to staff |
| * Reviewed systems and process performance, initiated improvements and cost saving initiatives. * Fleet management ensuring adherence to delivery times, transport costs, effective route planning; procurement of new fleet and disposal of old fleet. |
| * Freight forwarding management ensuring packaging compliance and effective delivery. |
| * Managed Warehouse and Distribution ensuring compliance with safety, monitored stock taking and compiled monthly reports. |
| * People Management ensuring adequate staffing requirements, conducted weekly meetings and staff mentoring; managed performance & discipline processes. |
| **OPERATIONS MANAGER *(Primedia Instore: 2005-2011)*** |

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| * Managed products distribution and monitored daily and weekly departmental reporting. |
| * Organised dispatch and delivery of goods. Ensured goods are stored safely. |
| * Ensured staff is fully trained and managed performance reviews and coaching. |
| * Managed filing systems and ensure easy access to information for reporting. * Compiled weekly and monthly departmental status forecasts and status reports. * Facilitated best practices and ensured consistency of function on Demand, Planning, Inventory Planning and other departments. |

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 Handled SLAs with suppliers and business relationship building and coordinated annual reviews.

**SALES SUPPORT *(Primedia Instore: 2003 – 2005)***

* Coordinated orders and material processing and submitted information to Operations.

**GRADUATE RECRUITMENT ADMINISTRATOR *(Deloitte: 2000-2003)***

* Data capturing of applications and campus presentations for potential applicants.
* Administered cognitive process profiles for candidates and compiled reports for processing.

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# KEY COMPETENCIES AND SKILLS

## SKILLS

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| * Microsoft Office Tools, Email, Internet, PeopleSoft, Nova, Trados Studio 2014; Callsta |
| * Touch Typing: 60 wpm |

**ACADEMIC QUALIFICATIONS**

**Project Management** (in-house Monash South Africa)

**Lightbrary Development Solutions** (Certificate): 2010-2011 - Leadership Management

**Achieve Global** (Certificate) 2007 - Leadership for Results (Certificate)

### **Labournet** (Certificate): 2007 - Introduction to Labour Law & Performance and Management Discipline

**Hoyohoyo High School:** Matric - 1989

## 7 Habits of Highly Effective People (Skills Workshop 2011: Franklin Covey SA)