

Sipho Ndlovu

Warehouse & Distribution Manager

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SUMMARY

Warehouse manager with 9 years running distribution operations, most recently a 14,000 m² facility with 48 staff across three shifts. Holds OTIF above 98%, keeps stock accuracy above 99%, and has taken two sites through health and safety audits without a finding.

EXPERIENCE

Warehouse & Distribution Manager, Cape Provisions Group

03.2021 – Present

- Run a 14,000 m² distribution centre with 48 staff across three shifts, dispatching 1,100 orders a day to 260 retail outlets.
- Lifted OTIF from 94.2% to 98.6% in 11 months by resequencing pick waves and adding a pre-dispatch check.
- Cut stock variance from 1.9% to 0.4% through weekly cycle counts and FIFO discipline on aged stock.
- Reduced fleet running cost 12% by renegotiating service contracts and cutting empty return legs with backhaul planning.
- Managed 3PL and service provider SLAs, replacing two underperforming contracts after a structured review.
- Took the site through two Department of Employment and Labour health and safety audits with no findings.

Warehouse Supervisor, Umoya Logistics

06.2018 – 02.2021

- Supervised 22 pickers and forklift operators on the night shift, covering receiving, put-away and dispatch.
- Introduced a shift handover board that cut unresolved dispatch queries from 30 a week to 6.
- Trained 14 staff on the new WMS during rollout, keeping throughput steady through the transition.

Inventory Controller, Umoya Logistics

02.2016 – 05.2018

Maintained stock records in SAP for 6,000 SKUs and ran monthly cycle counts across two storerooms.

EDUCATION

National Diploma, Logistics Management, Cape Peninsula University of Technology

02.2012 – 11.2015

SKILLS

Warehouse management (WMS), Inventory control & cycle counting, OTIF & KPI reporting, Team leadership (48 staff), Health & safety compliance, 3PL & SLA management, Fleet and route planning, SAP, Advanced Excel, Continuous improvement, Budget control

LANGUAGES

English (Fluent), isiXhosa (Native), Afrikaans (Conversational)

CERTIFICATIONS

Forklift operator licence (counterbalance & reach), Department of Employment and Labour (04.2019)
SAMTRAC Occupational Health & Safety, NOSA (07.2022)