THANDEKA TSHABALALA

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10 Philip Botha Street,
Sasolburg

SUMMARY

Dedicated Health, Safety and Environmental Management student who has successfully completed all academic requirements and is awaiting graduation. Completed SASOL SHE Passport training, including Induction, Hazard Identification & PTRA, Permit to Work (PTW) Procedures, and Emergency Management (Fire & Gas Practical). Possesses a solid understanding of OHS legislation, risk management, hazard identification, workplace safety procedures, and compliance. Trained in conducting safety inspections, compiling safety files, delivering toolbox talks, and promoting safe work practices. Organized, reliable, and committed to maintaining safe working environments. Seeking an entry-level Safety Officer or SHE Representative position where I can apply my training, continue developing my skills, and contribute to a strong safety culture.

Experience

Administrative assistant

Grounded Media (ASISA FOUNDATION) 17 March 2021 - 15 September 2021

- Provided administrative support to ensure smooth daily office operations.
- Managed filing, record keeping and data entry with high attention to details.
- Assisted with scheduling, correspondence and customer service.
- Maintained confidentiality and organized office documents.

Stock taker

Dee Design (Kasi Colab) 1 December 2021 - 4 April 2022

- Conducted daily and weekly stock counts to ensure inventory accuracy.
- Monitored stock levels and reported discrepancies to management.
- Maintained a clean, organized and safe stockroom environment.
- Followed health and safety procedures while handling stock.

Education history

Funda Institute (Completed academic requirements - awaiting graduation, 2026)

Safety Health Environmental Management Training Course
Relevant Coursework: toolbox talks, PPE enforcement, Safety audits, Hazard identification and risk assessment

Skills

- OHS Act & COIDA Knowledge
- Risk assessment & Hazard Identification-HIRA
- Safety Inspections & Audits
- PPE management & compliance
- Safety File compilation
- SHEQ Policies & procedures