Siphesihle Zwane

Midrand Ebony park Bluegum street

0722306844 | zwanesiphesihle16@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the Safety Officer position at KTVR Bus Service.

Although my professional background is in education, I have developed strong transferable skills that align with this role, including report writing, record keeping, administration, effective communication, and working collaboratively within professional teams. My experience has required me to maintain accurate records, follow organisational policies and procedures, communicate effectively with various stakeholders, and demonstrate a high level of responsibility and professionalism.

In addition, I hold a valid Code 10 driver's licence and am committed to learning and developing within the field of occupational health and safety. I am a dedicated, organised, and reliable individual who takes pride in maintaining high standards in every responsibility entrusted to me.

I would welcome the opportunity to contribute to KTVR Bus Service and appreciate your consideration of my application. I have attached my CV for your review and look forward to the opportunity to discuss how I can contribute to your team.

Yours sincerely,

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Objective

Motivated and detail-oriented professional seeking a Safety Officer position where I can apply my strong administrative, record-keeping, communication, and report-writing skills in promoting a safe and compliant working environment. Recognised for my professionalism, teamwork, and ability to follow policies and procedures, I am eager to learn, contribute, and grow within the transport industry.

Experience

- **Ashley Primary** 08/25 - 11/25
  Educational Assistant (ICT and Cadres)
  -Assisted with the implementation of school policies and procedures to maintain a safe, organised, and conducive learning environment.
  -Maintained accurate learner records, prepared administrative documentation, and supported effective record-keeping practices.
  Monitored learner activities and identified potential -safety concerns, reporting incidents and hazards promptly to the relevant staff members.
  -Collaborated with educators and staff to promote a positive, safe, and well-managed learning environment while ensuring compliance with school procedures.

Education

- **University of KwaZulu Natal** 2025
  B Education Honors in Educational Psychology
  First class
- **University of KwaZulu Natal** 2024
  Bachelor of Education in Foundation Phase
  Cum laude
- **Zama High School** 2020
  National Senior Certificate

Skills

- -Report Writing and Record Keeping -Administrative and Organisational Skills -Effective Communication and Interpersonal Skills -Attention to Detail and Compliance with Policies

Reference

- **Mrs Dawood - "Ashley primary "**
  Mentor
  0833117653