EMMAH MASUTU'S RESUME

Mobile: 076 692 3561 | 060 962 0546 | **E-Mail:** etmasutu@gmail.com
Residential Address: 796 Kwaggafontein E,Mpumalanga 0458

PERSONAL DETAILS

Marital Status: Single
Gender: Female
Languages: English, IsiNdebele, IsiZulu, Setswana & Sepedi
Ethnicity: African
Driver's Licence: Code 10
SAIOSH Membership number: 82030762

EDUCATION

Matric Certificate | 2007 | Mphalali Senior Secondary School

Major Subjects:

Physical Sciences, Mathematics & Biology

Other Subjects:

IsiNdebele Home Language, English First Additional Language, Tourism & Geography

Institution: UNISA

Year: 2020

Qualification: National Diploma in Safety Management

Institution: Healthnikon

Year: 2015

Qualification: Community Healthcare Worker

TECHNICAL SKILLS

Occupational Safety Knowledge
Risk Assessment and Thinking
Conducting Safety Inspections

SOFT SKILLS

Strong Communication
Good Problem Solver
Upholding Standards
Critical Thinker
Attention to Detail
Strong Writing Skills
Organizational Skills
Interpersonal Skills
Conflict Resolution
Positive Energy

WORK EXPERIENCE

Company: Gauteng Department of Education
Occupation: Occupational Health & Safety Intern
Department: Performance Management Unit
Duties:

- Ensuring A Safe Working Environment by Identifying Potential Hazards
- Conducting Safety Inspections to Ensure Compliance with The Occupational Health and Safety Act
- Ensuring Safety Files Are Up to Date
- Compiling Weekly and Monthly Safety Reports
- Participating In Regular and Emergency Meetings to Discuss Safety Issues and Updates
- Developing And Implementing Safety Policies
- Conducting Risk Assessments
- Ensuring That All Safety Equipment Is in Good Working Condition and Properly Maintained
- Assisting In the Investigation of Accidents and Incidents Reported
- Promoting A Safety Culture Among Employees

Duration: November 2022 – October 2023

Company: Soetdoring Afree-Oord
Occupation: Care-Worker
Duties:

- Using First-Aid Equipment
- Control Bleeding Using Bandages, Pressure, and Elevation
- Performing CPR If Necessary
- Assisting Patients with Day-To-Day Activities
- Assessing The Scene of Safety To Determine The Injury Or Illness

WORK EXPERIENCE (CONTINUED)

- Reassuring Patients Calmly
- Provide Clear Information to Emergency Services on Critical Patients
- Isolating Patients with Contagious Diseases

Duration: August 2017 – October 2022

REFERENCES

Name: Lizzy
Company: Gauteng Department of Education
Occupation: Safety officer
Contact Number: 0649302678

Name: Precious Mokola
Company: Soetdoring Afree-Oord
Occupation: Senior Care-Worker
Contact Number: 074 384 8313/072 474 0171