CURRICULUM VITAE

IGNETIOUS MNISI

Pretoria, Gauteng, 0157
Cell: 072 317 3613
Email: mnisignetious@gmail.com

APPLICATION DETAILS - **Position Applied For:** Transport / Operations / Technical / Depot Manager
- **Years of Experience:** 16 years
- **Career Level:** Managerial
- **Preferred Areas:** Pretoria / Johannesburg / Midrand / East Rand
- **Transport:** Own

PROFESSIONAL SUMMARY

Experienced Transport and Workshop Manager with over 16 years in the Transport Industry, specialising in Transport Operations, Workshop Management, Scheduling, and Sales. Proven track record of managing large fleets and teams, optimising operations, and ensuring compliance with regulations. Adept at strategic execution, cost control, and leading teams to exceed performance targets. Strong problem-solving, relationship-building, and communication skills. Committed to continuous improvement and contributing positively to organisational growth.

CORE SKILLS - Transport Operations Management
- Workshop & Fleet Maintenance
- Scheduling & Route Planning
- Staff Training & People Management
- Health & Safety Compliance
- Project & Risk Management
- Budgeting & Cost Control
- Client Relations & Customer Service
- Inventory & Asset Management
- LEAN Manufacturing Principles
- Strategic Execution
- Quality Assurance

CAREER OBJECTIVE Seeking a challenging managerial role in an organisation that provides opportunities to apply extensive transport operations expertise and grow professionally while contributing to the company's goals and vision.

PROFESSIONAL EXPERIENCE

Workshop Foreman
Tshwane Rapid Transit (Pty) Ltd, City of Tshwane
August 2017 – Present
- Ensure fleet is well-maintained, reliable, and compliant with safety standards. - Manage staff, workshop facilities, equipment, and priorities. - Advise on repairs, manage parts inventory, and authorise procurement. - Operate Computerised Workshop Management System for job sheets and parts. - Liaise with Technical Manager and external repair agencies. - Oversee statutory compliance and post-repair inspections. - Conduct performance appraisals, enforce workshop procedures, and ensure legal compliance. - Asset and infrastructure management, workshop equipment maintenance.

Transport Manager
American International School, Fourways
July 2012 – May 2017
- Managed daily transport operations for 69 vehicles and 70 staff. - Developed and scheduled routes; allocated drivers and vehicles. - Ensured compliance with South African transport laws and school policies. - Prepared monthly Board reports and transport budgets. - Procured vehicles, authorised maintenance, managed fuel cards. - Handled incident/accident investigations and insurance reports. - Communicated with clients, managed overtime rosters and special trips.

Assistant Operations Manager / Technical Admin / Scheduler / Sales Rep
Protours Coach Charter (Division of BUSCOR), Centurion
November 2004 – June 2012
- Administered tracking systems, scheduling, dispatching, and permits. - Managed driver allocations, tyre control, and petty cash. - Briefed and debriefed drivers; organised driver accommodation. - Acted as Data Manager during the World Cup and Contract Manager at Eskom Kusile Power Station. - Workshop planning, technical administration, and sales representation.

EDUCATION & TRAINING

- **Certificate in Maintenance Management**, University of Pretoria, 2022
- **Certificate in Project Management**, Varsity College, Midrand, 2016
- **Diploma in Road Transport Management**, University of Johannesburg, 2008
- **N6 Mechanical Engineering**, Pretoria West College, 2003
- **Matric**, Orhovelani High School, Mpumalanga, 2001

Additional Training: - Learning to Lead - Supervisory Training - Vehicle Tracking Systems (Drive Cam, C-Track, Cartrack, Self-Track, Digit Sync) - Defensive and Advanced Driver Training - Occupational Health and Safety - Basic First Aid - Alcohol Testing (Alcometer 500) - People Management, Time Management, Assertiveness, Conflict Management, Change Management

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PERSONAL ATTRIBUTES - Hard worker, time conscious, reliable, trustworthy, honest - Able to work under pressure and meet deadlines - Fast learner, initiator, focused, team player - Strong budget adherence and cost control.

PERSONAL DETAILS - **Date of Birth:** 08 November 1982
- **Age:** 43
- **Gender:** Male
- **Nationality:** South African
- **Employment Equity:** Black / African
- **Marital Status:** Married
- **Dependents:** 2
- **Health:** Good
- **Smoking:** Non-smoker
- **Disabled:** No
- **Residential City/Town:** Centurion
- **Languages:** Xitsonga, English, IsiZulu, Sepedi, Afrikaans, IsiSwati

REFERENCES - **Tshepo Cindi** – Operations Manager, Tshwane Rapid Transit | 076 243 5112 - **Corrie Plotz** – Former Operations Manager, Protours Coach Charter | 071 111 3952 - **Mr Sandile Shabangu** – Operations Manager, American International School of Johannesburg | 083 600 9457 / 078 378 7193