Mantee Mokoena

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A versatile and highly organized Control Room and Operations Specialist with over a decade of experience spanning vehicle tracking, fleet monitoring, and security risk coordination. Fully qualified with specialized certificates in Safety Management (SAMTRAC), Risk Management, and Administration, combining exceptional technical control room expertise with a strong administrative backbone. Proven track record in managing high-volume data logging, executing real-time incident response, and maintaining flawless compliance registries under pressure. A reliable professional who excels at organizing operational documentation, managing field communications, and upholding strict safety standards across transport and security environments.

Willing to relocate: Anywhere

Work Experience

Vehicles recovery and monitoring controller

Capital air security and helicopter charter-Germiston, Gauteng
2021 to Present

Managed live fleet monitoring and coordinated high-risk vehicle recovery operations using advanced telematics and tracking software. Maximized fleet efficiency and security by actively tracking route deviations, minimizing unauthorized vehicle downtime, and interpreting tracking data to optimize fleet utilization. Led rapid-response communications during critical security incidents, while simultaneously managing high-volume administration, maintaining accurate fleet movement logs, and generating comprehensive incident intelligence reports.

Security clerk

City of Ekurhuleni-Kempton park
2016 to 2019

Supported the implementation of the ISO 45001 Occupational Health and Safety management system across the bus fleet and depot. Conducted routine hazard identifications and risk assessments to maintain workplace compliance and ensure driver and guard safety. Monitored incident reporting protocols and managed the administration of Corrective and Preventive Actions logs, safety registers, and statutory compliance documentation to foster a culture of continuous improvement.

Control Room Operator

Intercity security and alarms-Germiston
2014 to 2016

Monitored live vehicle tracking systems, responded to incoming alarm signals, and coordinated physical guarding teams to ensure rapid incident response. Dispatched mobile units and managed field communication during active security and recovery operations. Handled essential daily administration, including capturing detailed incident reports, logging system events, maintaining shift sheets, and updating client files.

Education

Grade 12

Molapo secondary school

General security practices (National Certificate)
Imvula skills development

Risk management (Certificate)
Oxbridge Academy

Samtrac (Certificate)
Nosa
June 2017 to July 2017

Skills

- Occupational Health & Safety (OHS) Administration
- Logistics & Fleet Utilization Analytics
- Safety Inductions & Toolbox Talks
- Telematics & Fleet Tracking Software
- High-Volume Data Logging & Incident Reporting
- Safety Compliance & Incident Reporting
- Emergency Response Coordination & Crisis Management
- Microsoft Office
- Communication skills
- Administrative Management
- Hazard Identification & Risk Assessment
- Customer service