Pretty Thandeka Thwala

4 Hawthorne
Edleen
Kempton park
1625
+27767956952 / +27703171322
prettythandekankosi@gmail.com

Objective

. Highly dedicated and detail - oriented Safety Officer and Storeman with proven track record of maintaining secure and efficient work environments. Expertise in identifying, analyzing, and mitigating workplace hazards, alongside robust skills in emergency response planning and staff training. Adept at managing end- to- end inventory processes, ensuring material accuracy, and implementing safe operational procedures to enhance overall organizational success.

Experience

2020 - 2022

Babcock - Ngodwana
Storeman
- Manage the end to end process for receiving, storing, and dispatching goods,
- Maintain inventory accuracy and organized materials with a comprehensive labeling system for easy identification and retrieval.
- Ensure adherence to safety work procedures and maintain high standards of housekeeping in the storage facility at all times.

2018 - 2020

Southey Contracting - Ngodwana
Safety Officer
- Assist in compiling and updating comprehensive safety files, ensuring documentation complies with the health and safety regulations.
- Conduct daily risk assessments and ensure all employees comply with safe work procedures.
- Conduct internal health and safety induction training, correct use of PPE and emergency response procedures for all employees.
- Conduct detailed incidents investigation, prepare formal reports and organize regular emergency drills.

2012 - 2018

Pegasus Industrial Services - Hendrina Power station
Safety Officer
- Assist in compiling and updating comprehensive safety files, ensuring documentation complies with the health and safety regulations.
- Conduct daily risk assessments and ensure all employees comply with safe work procedures.
- Conduct internal health and safety induction training, correct use of PPE and emergency response procedures for all employees.
- Conduct detailed incidents investigation, prepare formal reports and organize regular emergency drills.

2026 - Till - date

Laudemate
Administrator/ Sales Rep
Capturing of data

Education

2008

ATTI College
Project Management

2010

Nosa
Samtrac

1999

Mthombo Secondary School
Matric
Grade 12

Skills

- Health & Safety: Risk Assessment, Hazard Identification, Incident Investigation & Reporting, Emergency Response Planning, First Aid, Fire safety, Ergonomics, PPE Training.
- Logistics & Operations: Stock Receiving & Dispatch, Inventory Management, Stock Control, Material Handling, Good housekeeping.

Personal Details

- Nationality : South african
- Gender : Female

Reference

- **Sydney - Southey Contracting**
  Supervisor
  076 063 9026

- **Dikeledi - Laudemate**
  Manager
  062 290 9275