PHUTI MAKALELA MATLALA

📍 Winnie Mandela Zone 4, Tembisa, Gauteng 1632
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✉️ Jackmakalela68@gmail.com
🚗 Code EC Driver's Licence

PROFESSIONAL SUMMARY

Dedicated and safety-conscious General Worker, Driver and Electrical Assistant with experience in electrical installations, learner transport, logistics and security services. Skilled in electrical wiring assistance, safe transportation of passengers, adherence to workplace safety standards and working effectively within teams. Possesses a Code EC driver's licence, forklift certification and professional driving qualification. A dependable, hardworking professional seeking opportunities within the electrical, construction, logistics or engineering sectors.

CORE COMPETENCIES

Electrical Installation Assistance | General Labour | Cable Installation | Hand & Power Tools | Workplace Safety | Passenger Transportation | Defensive Driving | Forklift Operation | Route Planning | Communication | Teamwork | Time Management | Problem Solving | Occupational Health & Safety

PROFESSIONAL EXPERIENCE

Q-Electrical

General Worker
August 2024 – October 2025

Key Responsibilities

- Assisted electricians with electrical wiring and installation on a shopping mall construction project.
- Prepared tools, equipment and materials for installation work.
- Assisted with cable routing, conduit installation and electrical support tasks.
- Maintained a clean and safe work environment.
- Followed health and safety regulations on construction sites.

Matsidikane Energy Bus Services

Code EC Driver
December 2022 – June 2024

Key Responsibilities

- Transported learners safely between designated pickup points and schools.

- Conducted daily vehicle inspections before and after trips.
- Ensured compliance with road traffic regulations.
- Maintained passenger safety throughout transportation.
- Reported vehicle defects and incidents promptly.

Maliwa Investment

Learner Driver
January 2021 – November 2022

Key Responsibilities

- Assisted qualified drivers with transportation operations.
- Completed deliveries under supervision.
- Learned safe driving practices and route planning.
- Assisted with loading and unloading.
- Maintained accurate delivery documentation.

Bidvest Protea Coin

Security Officer
May 2016 – 2018

Key Responsibilities

- Controlled access to premises.
- Patrolled buildings and surrounding areas.
- Protected company assets.
- Reported security incidents.
- Enforced company safety procedures.

EDUCATION

Matuma High School
Grade 11

CERTIFICATIONS

- Professional Driving (NQF Level 3) – 2022
- Counter-Balanced Lift Truck Operator (F2) – 2023
- Security Officer (EDC) – 2016

REFERENCES

Available upon request