**CURRICULUM VITAE OF THOMAS. A MATAMELA**

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Residential Address: South hills, Johannesburg 2196

**PROFFESSIONAL EXPERIENCE**

**CURRENT EMPLOYER:** PUTCO - Subcontract Ebony & Ivory Transport

**Position**: Bus Driver/ Conductor
**Duties:**

- Safely transport passengers on scheduled routes, ensuring timely pick-up and drop-off at designated stops.
- Deliver excellent customer service by assisting passengers with inquiries, boarding, and exiting the bus.
- Conduct thorough pre-trip and post-trip vehicle inspections to ensure safety, cleanliness, and functionality of the bus.
- Maintain accurate logs of daily routes, passenger counts, fuel usage, and any incidents or accidents.
- Provide assistance to passengers with special needs, ensuring comfort and accessibility at all times.
- Adhere strictly to traffic laws, road safety regulations, and company policies.
- Assist with loading and unloading passenger luggage during pick-up and drop-off, as needed.
- Work flexible shifts, including early mornings, late evenings, weekends, and public holidays.
- Respond calmly and professionally in emergencies or unexpected situations.
- **Year**: 2023 – Current

**PREVIOUS EMPLOYER:**
**Company:** Season's Star Coaches
**Position Held**: Bus driver
**Duties:**

- Transport tourists, visitors, and school groups to scheduled destinations and attractions safely and efficiently.

- Follow planned routes and itineraries while adapting to traffic and road conditions as needed.
- Ensure the comfort and safety of all passengers throughout the journey.
- Conduct pre-trip and post-trip inspections to ensure vehicle safety and cleanliness.
- Maintain accurate records of trips, mileage, fuel usage, and any incidents.
- Adhere to all traffic laws, safety regulations, and company policies.
- Work flexible hours, including weekends, early mornings, and evenings, depending on the schedule.
- **Year**: 2021 -2022

**EDUCATIONAL DETAILS**

Last School Attended: Mushathoni Secondary School

Highest Grade Attended: Grade 12 (Failed)

Year: 2009

**CERTIFICATES OBTAINED**

**Certificate Received**: Certificate of attendance issued by the City of Johannesburg Transport Department for attending Blind SA Sighted Skills Training.

**Year Obtained**: 21/10/2024

**Certificate Received**: Certificate of Achievement for the successful completion of driver refresher training program in Introduction to Passenger and Goods Management

**Year Obtained**: 18/11/2024

**REFERENCES**

**Contact Person**: MR Chris Rashoalana

**Position Held**: Operations Manager

**Company**: PUTCO - Subcontract Ebony & Ivory Transport

**Contact Number**: 0617061208

**Contact Person**: MR Given

**Company**: Gogo Shuttles

**Position Held**: Operations Manager

**Cellphone Number**: 011 568 5340

**Contact Person**: MS Suzan Yingwani

**Company**: Seasons Star Coaches

**Position Held**: HR Manager

**Telephone Number**: 0118300717