CURRICULUM VITAE OF BONOLO MATHIANE

Cell: 063 504 3275 Email: Bmathiane@gmail.com - Gauteng

PERSONAL DETAILS

Gender:	Female
Race:	African
Cell Number:	063 504 3275
E-mail:	bmathiane@gmail.com
Driver's License:	Code 8 (Valid)
Disability:	No
South African Citizen:	Yes
Language Proficiency:	English, Afrikaans, Zulu, Setswana and Sesotho, Sepedi

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EDUCATION

1. Institution - UITP

   Obtained: **Diploma Programme for Managers in Public Transport** **2024**

2. Institution - NOSA

   Obtained: **SAMTRAC** **2022**

3. Institution: University of Johannesburg

   Obtained: **BCom honours Transport economics** **2018**

4. Institution: University of Johannesburg

   Obtained: **BCom Transport economics** **2017**

5. Allen Glen High School

   Obtained: **National Senior Certificate** **2013**

WORK HISTORY

EMPLOYER: LITSAMAISO PTY **Duration**: **02 Jan 2023 – To Date**

OPERATIONS SUPERVISOR

Duties:

STRATEGIC PLANNING AND REPORTING

- Resource planning and forecasting of Driver Controllers, Team Leaders, Despatchers, inspectors, Shunters and Bus Cleaners in order to ensure that the planned schedule is executed as per the BOCA (Agreement with the City of Joburg).
- Ensure that all deviations by the Control Room are actioned and investigated.

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- All Drivers are trained according to the training plan. Developing, reviewing policies and Standard Operating Procedures to increase the efficiency of the operation to ensure quality of safety
- All resources required for the wash bay and administration of the operations is available and sourced according to the company procurement policy.
- Administer and follow-up on accident claims from insurance broker
- Provide regular, insightful reports on performance, costs, and compliance to senior management.

CUSTOMER CARE

- Customer Care: All passenger complaints are investigated and finalised within 5 working days
- To oversee all bus operation activities, reporting and the monitoring of compliance on company policies and procedures
- Observe and analyse overall efficiency of the department and ensure the Bus operation operates smoothly and according to the schedule.

PERFROMANCE MANAGEMENT

- Monitoring and tracking deadlines to ensure timely service delivery
- Managing team productivity by identifying inefficiencies and resolving bottlenecks
- Ensuring that fleet and driver availability meet contractual KPI targets and growth objective
- Develop training and succession plans to build operational bench strength.
- Coordinate and initiate disciplinary processes/health/incapacity enquiries in accordance with labour legislation, company policies, and procedural fairness requirements
- keep track of key performance indicators (KPIs) in the Operations department
- Support HR with talent review processes, employee development plans/ trainings, and skills enhancement programme

STAKEHOLDER ENGAGEMENT

- Report findings to upper management. Attend regular meetings with the City of Johannesburg

FINANCE MANAGEMENT

- Managing the financial strategy and budget of the operation. Approving and managing overtime.
- Developed, managed, and monitored departmental budgets, ensuring effective allocation of resources and adherence to financial targets.
- CAPEX/OPEX Management: Manage CAPEX/OPEX allocation and budgeting, including the procurement of transport assets to support operational needs.
- Monitor operational expenditure and ensure cost discipline within teams

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RISK, COMPLIANCE AND ACCIDENT MANAGEMENT

- Identifying and mitigating potential risks, such as accidents, injuries, and vehicle damages
- Procedures for handling accidents, including reporting and investigation
- Incident and Accident Investigation and develop corrective action plans, management of the safety file, ensuring health and safety compliance in the operation
- Ensuring adherence to relevant laws, regulations, and industry standards, such as hours of service, vehicle inspections, road worthiness of the fleet and permits.
- Ensure compliance with transport contracts, SLAs, Policies and procedures
- Develop and maintain transport SOPs and
- Implementing and supporting Management in the role out of company processes and strategies.
- . Implement and monitor safety policies, procedures, and safe work practices. rack and report safety KPIs including near misses, incidents, and observations

FLEET MANAGEMENT

- Monitor and ensuring that the fleet has COFs, license (operating licences)

EMPLOYER: IMPERIAL LOGISTICS **Duration:01 April 2020 – 30 Dec 2022**

FLEET CONTROLLER

Duties:

STRATEGIC PLANNING AND FLEET MANAGMENT

- Monitor costs by identifying discrepancies and implement cost saving strategies for fuel consumption and tyre maintenance.
- Maintain accurate and detailed records of vehicle servicing, inspections, and repairs
- Scheduling vehicle maintenance to ensure operational efficiency.
- Utilizing GPS systems to monitor drivers and track vehicles.

HEALTH AND SAFETY

- Accident / Incident investigation and submission of all documentation
- Reporting on Safety, daily reporting on utilization of fleet
- Policies and procedures which relate to day-to-day operational activities are developed and maintained.
- Initiating, coordinating, and enforcing operational policies and procedures

- Journey management and building awareness on safety.
- Participate in incidents investigations to determine causes and recommend corrective actions.

OPERATIONS MANAGEMENT

- Capturing of hours, wages for drivers
- Brief and de-brief of drivers in accordance with the company protocol
- Tracking of vehicles and driver fatigue management
- Compile daily operational reports. Analyse operational information daily and follow up on discrepancies and/or solve problems.
- Coordinate vehicle dispatch, scheduling, and routing to ensure efficiency and timeliness

STAKEHOLDER COMMUNICATION

- Provide regular updates to customers and the sales team regarding operational status.
- Ensure clear and timely communication across all relevant stakeholders.

EMPLOYER: REEF TANKERS **Duration**: **JULY 2018 – MARCH 2020**

SCHEDULER AND CUSTOMER LIASION OFFICER

Duties:

FLEET & RESOURCE MANAGEMENT

- Select, allocate, and maintain vehicles to ensure operational readiness.
- Ensure availability of fleet and operational staff to meet business demands.
- Optimize vehicle utilization, maintenance scheduling, and tracking systems.

OPERATIONS MANAGEMENT

- Oversee daily transport operations to ensure efficiency and service delivery.
- Manage administrative functions related to scheduling and dispatch.
- Schedule trucks using the Plato system to ensure effective route planning**.**

VEHICLE MONITORING & COMPLIANCE

- Conduct pre-trip and post-trip vehicle inspections to ensure roadworthiness.
- Monitor vehicle movements using Telematics systems and DriveCam.

- Coach and monitor driver behaviour to improve safety and performance.

SYSTEMS & ORDER MANAGEMENT

- Process and manage customer orders using SAP.
- Ensure accuracy and completeness of loading and dispatch documentation.

REPORTING & PERFORMANCE TRACKING

- Compile and analyse daily and weekly reports (e.g., OTIF and fleet utilization reports).
- Track operational performance and identify areas for improvement.

COMMUNICATION & STAKEHOLDER ENGAGEMENT

- Liaise with customers and provide regular operational updates to management.
- Communicate delays, disruptions, and emergencies (e.g., weather conditions, strikes) promptly and effectively.

PROFESSIONAL SKILLS AND COMPETENCIES

- Confidentiality
- Planning and Execution
- Route and trip planning
- Prioritising and project management
- Interprets financial data reports and trends
- Develops strategic business plans
- Accuracy
- Project Management Skills
- Computer Proficiency (MS Office Suit) – Advanced
- Reporting and forecasting
- Effective Communicator (Witten and Verbal)
- Client Orientation
- Stakeholder Relations
- Problem solving

PERSONAL TRAITS

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- Integrity
- Organised
- Detailed Orientated
- Emphatic
- Patient