

PHASHA MAKGOLENG RODNEY

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REFERENCES

1.Tracey Modiba
Company:Bammogo Trading Enterprise
Department:Construction
Position: Managing Director
Contact:011 762 2235
2.Moloko Thathana

EDUCATION

THETE HIGH SCHOOL
2012 - Matric

POLOKWANE TECHNOLOGY INSTITUTE
2014 – N2

WORK EXPERIENCE

1.Bammogo Trading Enterprise
DUTIES AS Manager 2025-Current

• Planning
- **Set goals and objectives.**
- **Develop work plans and strategies.**
- **Allocate resources effectively.**

• Team Leadership
- **Lead, motivate, and supervise employees.**
- **Promote teamwork and a positive work environment.**
- **Provide guidance and support.**

• Staff Management
- **Recruit, train, and develop employees.**
- **Conduct performance evaluations.**
- **Manage attendance and disciplinary matters.**

• Operations Management
- **Oversee daily operations.**
- **Ensure work is completed efficiently and on time.**
- **Monitor productivity and quality standards.**

• Communication
- **Communicate company policies and objectives.**
- **Hold meetings and provide feedback.**

Company: Tlopo construction and general services
Department: Construction maintenance
Position:Senior Admin
Contact Details:081 801 1411

3.Nqaba Mehlo
Company: City Of Tshwane Municipality
Department: Utility Services
Position: Chief Engineer
Contact Details:083 371 0262

4.Dineo Hlako
Company: Transman (Pty)Ltd
Department: Employment Agency
Position : Administrator
Contact Details:072 707 8549

- **Liaise with senior management, clients, and stakeholders.**

• Problem Solving and Decision Making

- **Resolve workplace issues and conflicts.**
- **Make informed decisions to improve performance.**
- **Implement corrective actions when necessary.**

• Budget and Resource Control

- **Manage departmental budgets.**
- **Monitor expenses and approve purchases.**
- **Ensure proper use of company resources.**

• Health, Safety and Compliance

- **Ensure compliance with company policies and legal requirements.**
- **Maintain a safe working environment.**
- **Monitor adherence to procedures and regulations**

2.TLOPO CONSTRUCTION AND GENERAL SERVICES
2017–2025

DUTIES AS FLEET MANAGER 2022-2025

- Planning, Directing, Managing, Coordination and supervisions of program acquisition
- Monitoring drivers' behavior and ensuring a high level of customer services
- Utilizing GPS Systems to monitor drivers and track vehicles
- Scheduling regular vehicle maintenance to ensure operational efficiency
- Maintaining detailed records of servicing and inspection
- Registering and licensing all vehicles
- Assisting in recruitment of quality drivers into fleet

DUTIES AS PROJECT MANAGER 2020-2021

- Leading project planning and coordination teams
- Managing project progress and adopt works as required
- Managing relationship with clients and stakeholders
- Overseeing all incoming and outgoing project materials
- Conducting projects review and creating detailed reports
- Managing large and diverse teams

DUTIES AS DATA CAPTURE 2019-2020

- **Compile, Sort and organize data to be entered into databases or electronic**
- **Input text and data from documents into spreadsheet, electronic files**

- **Assist other administrative staff in filling, copying, compelling tender documents, and other tasks as necessary**

DUTIES AS SAFETY OFFICER 2017-2019

- Adhering to safety regulation, standards and for the execution of specialized protection and test activities
- Attending health and safety committee meetings
- Risk identification, evaluation and development of safe work procedures
- Identify potential hazards, risk, dangers, recommending preventive measures
- Conducting monthly safety inspection and compiling reports
- Attending to health and safety issues and complaint's

3.TRANSMAN(PTY)

DUTIES AS GENERAL WORKER 2016-2017

- **Conveyor belt attendant**
- **Pallet packing**
- **Electric pallet operator**

SKILLS

