CV

VUYANI HADEBE

SUMMARY

I am able to lead teams which I have accomplished thus I excel in my current position as Saftey Officer. My studies have readied me to identify Saftey and Health needs in terms of the given industry standards. I enjoy solving problem since I am a person who is an established critical thinker.

PERSONAL DETAILS

Address	63 Fitter Road Cresslawn Kempton Park 1619
Alt Address	2 Kingfisher Street Thistle Grove, Kinross
Mobile	078 174 8000/066 304 2243
Email	vuyanihadebe83@gmail.com
ID Number	830422 5495 082
Gender	Male
Nationality	South African
Marital Status	Single
Home Language	Zulu
Languages	English and Setswana
Health	Excellent
Driver's License	Code 10 (C1)
Availability	Immediate

EDUCATION

- Introduction to SAMTRAC 2015
- SAMTRAC 2015
- Incident Investigation Level 3 2015
- First Aider Level 1 2019

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COMPETENCIES

- Computer packages: Microsoft Word, Excel & Power Point.
- Good communication skills
- Team player
- Ability to work under pressure and in a professional manner
- Good administration, mail and telephone etiquette
- Excellent customer/client orientation

HIGHER CERTIFICATE IN INFORMATION TECHNOLOGY AND SYSTEMS DEVELOPMENT • 2010 • PC TRAINING AND BUSINESS COLLEGE

- Personal Development
- Database Design
- Implementation and Development Vol. 1
- Computer Programming

EDUCATION

CERTIFICATE IN CUSTOMER CARE • 2006 • WORLD OUTSOURCE LEARNING CENTRE

- Computer Literacy
- Typing
- Service Excellence
- Accent Reduction

MATRIC • 2001 • EDENDALE CAREER COLLEGE

- English
- Afrikaans
- Accounting
- Economics
- Business Economics
- Computer Studies

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EXPERIENCE

1. **SAFETY OFFICER. VEELA MINING SOLUTIONS. 2022 TO DATE**
   PROJECT NAME: COAL TRANSPORTATION (SASOL TO SIGMA MINE)

- Compiling safety files
- Conducting daily inspections on all trucks
- Conducting road risk assessments
- Monthly first aid kit inspections
- Monthly fire equipment inspections
- Ensuring housekeeping is up to date
- Monthly PPE inspections
- Incident investigations
- Implementing SASOL life saving rules
- Adhering to SQAS requirements
- Attending SASOL SHE meetings
- Site visitations
- Improving safety culture amongst truck drivers
- Booking for all truck permits

2. **SAFETY OFFICER. SHOMANG CONSTRUCTION. 2019 TO 2022**
   PROJECT NAME: BALFOUR TVET COLLEGE

- Approving sub- contractor safety files
- Procurement of PPE for all workers on site
- Conducting monthly audits of all sub-contractors
- Conducting monthly SHE meetings
- Conducting daily toolbox talk
- Directing site inductions
- Communicating the emergency plan to workers
- Guiding site safety inspections
- Daily power tool, hand tool and scaffold inspection
- Weekly sanitary inspection
- Daily TLB inspection

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- Daily RD27 Roller and PPE inspection
- Sub-contractor internal audits
- Advising management of all safety related issues
- Ensure compliance with OHS Act
- Maintaining the safety file

3. **SAFETY OFFICER • JOVAN PROJECTS • 2018 TO 2019**
   PROJECT NAME: AFRICAN PRIDE IRENE LODGE

- Conducting daily toolbox talk
- Directing site inductions
- Communicating the emergency plan to workers
- Guiding site safety inspections
- Daily power tool, hand tool and scaffold inspection
- Weekly sanitary inspection
- Daily TLB inspection
- Daily RD27 Roller and PPE inspection
- Sub-contractor internal audits
- Advising management of all safety related issues
- Ensure compliance with OHS Act
- Maintaining the safety file

4. **JUNIOR SAFETY OFFICER • SASOL SYNFUELS • 2017 TO 2018**

- Daily PPE Gate Inspections
- Communicating the emergency plan to workers
- Leading site safety inspections
- Daily power tool inspection
- Daily hand tool inspection
- Weekly sanitary inspection
- Advising management of all safety related issues
- Ensure compliance with OHS Act
- Steering daily task observation

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REFERENCES

Ms Shanice Shezi
Veela Mining Solutions
Administrator
078 728 9901

Gerald Janse van Rensburg
Jovan Projects
Supervisor
082 296 3774

Mr Adrian Van der Westhuizen
Shomang Construction
Project Manager
0837624991

EXPERIENCE

5. **SAFTEY OFFICER • NDOMA BUILDERS & CONSTRUCTION • 2016 TO 2017**

- Leading daily toolbox talk
- Monitoring of all workplace activities
- Steering site safety inspections
- Directing daily PPE checks
- Steering daily equipment inspection
- Guiding incident investigation
- Compiling weekly safety reports
- Ensure compliance with OHS Act
- Conduct daily task observation
- Conduct induction training
- Recording of all near misses
- Auditing of subcontractors
- Maintain the safety file

Reason for leaving : Contract Expired

6. **CUSTOMER SERVICE AGENT • BID AIR SERVICES • 2015**

- Handling the service level agreement
- Briefing of all team members and delegation of tasks
- Administer flights arrivals and departures
- Providing accurate information to all passengers
- Arranging wheel chairs if needed
- Monitoring of all passenger luggage

Reason for leaving: To pursue studies

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7. **INBOUND CONSULTANT • UTI PHARMA • 2014 TO 2015**

- Providing accurate information of pharmaceutical products
- Responding to clinics and hospitals orders enquiries
- Handling claims and retentions
- Processing refunds

Reason for leaving : Contract expired

8. **CAR INSURANCE SALES AGENT • PRIME MERIDIAN DIRECT • 2013 TO 2014**

- Selling car insurance
- Capturing correct bank details on the system
- Providing accurate information on insurance policies to clients
- Sending insurance packages to new clients
- Handling car insurance enquiries

Reason for leaving : Employment offer from UTI

9. **OUTBOUND CALL CENTRE AGENT • UTI MOUNTIES ROODEPOORT • 2011 TO 2012**

- Ordering of replacement credit cards
- Arranging delivery of credit cards
- Sending notifications of soon-to-expire credit cards
- Perform general office duties
- Handling credit card queries

10. INBOUND CALL CENTRE AGENT • VIRGIN MOBILE UK • 2006 TO 2009

- Coordination of cell phone contracts
- Managing cell phone contracts and prepaid queries
- Sales of prepaid handsets and airtime
- Provide information on roaming to Virgin Mobile clients
- Registering prepaid sim cards
- Attend to faulty handset queries

Reason for leaving : Contract expired

11. MACHINE OPERATOR • SOUTH AFRICAN BREWERIES • 2005

Reason for leaving : To pursue studies

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