Precious Phumzile Mdutyana

Technical Administrator & General Assistant

55 Spinel Ave, Fluerhoff, Ext 23,
Rodepoort Johannesburg, 1724

Precious Mdutyana

083 245 3993 or 0844613760 -

precious.m@live.com

Human Dynamics

- Flexibility and Adaptability.
- Personal Development.
- Morale courage and Integrity
- Able to manage and to work with people at all levels
- Analytical Thinking : Problem solving
- Planning and Organising.
- Good Communication Skills

Professional Technical Competencies

- ✓ Call Centre Etiquette : Inbound and Outbound Service
- ✓ Computer Skills : Ms Office Suite, Email & internet
- ✓ Presentation and Processing Skills.
- ✓ Basic Fire Fighter
- ✓ First Aider
- ✓ SHE Representative
- ✓ Hazards Identification and Risk Assessment
- ✓ Incident/ Accident Investigations

Personal Information

Gender	: Female
Driver's license	: C1
Identity number	: 8101220458085
Matriculated	: 1999
Language Fluency	: English, IsiZulu, IsiXhosa, (Speak , Read &Write)
Criminal Offence	: None

Work History

Project SHE Coordinator : 2013 till 2020

- Daily supervision, Inspection of Health and Safety Issues, Monitoring Daily production Schedules, Plans and compiling all necessary reports.
- Incident/ Accident Investigations, SHE Representative First Aider and compiling all risk assessments for the project,
- SHE Bookings and Ensuring that all workers under go routine medical surveillances and check-ups before after engagement in the project.
- Assessing and granting PPE's Identification Cards and Breathalyzer Tests to relevant team workers
- General House keeping including sweeping floors inside out

Reasons for Leaving : Contract Ended.

The Earthworx Contractor 2009-2012

Central Rand Gold Mining: (Robertsville), Johannesburg, Gauteng

- Technical Administrator - SHE Coordinator
- General Administrative duties including Payroll
- Health and Safety Coordinator
- Call centre and Reception area administration
- General Assistant including Cleaning and House keeping

BD Tech 2021 - 2025

Fordsburg , Johannesburg, Gauteng

- Currently serving as a Technical Administrator at BD Tech
- Managing all Call Centre related activities and general administration for the shop on daily basis.
- General House Keeping including Sweeping floors , Moping, Cleaning shop outlets and emptying dustbins
- Cleaning Windows and outside yard

Education

Grade 12 (Senior Certificate) 1999

Ncomani High School – Ixopo (KwaZulu Natal)

Safety Health and Environmental (SHE) Courses 2025

Mofenyi Holdings Training Centre

Certificates Obtained

First Aid Level 1
Basic Fire Fighter Level 1
SHE Representative
HIRA (Risk Assessments)
Incident / Accident Investigator

References

Name : Mr A. Dikobe
Position : Managing Director (Lebona Security Services) Mentor
Contact No : 082 9658472

Name : Mr. B Makhathini
Position : Former Supervisor (PRASA)
Contact No : 083 766 1978

Name : Mr. S . Theofrastos
Position : Accreditations Manager – Ngikwazi Group
Contact No : 011 594 7700

Name : Mr S. D. Nath
Position : Managing Director BD Tech (Fordsburg)
Contact No : 011 492 1521 / 0781746217

Name : Advocate H. Mbatha
Position : Employer
Contact No : 084 662 9999
Email : hopewellm791@gmail.com