Monyane Jones Talane



Personal details

Monyane Jones Talane

chiefjonestalane@gmail.com

079 226 9665

Gauteng

7 March 1977

Code 10 (C1)

South African

Skills

Computer literate Mac and Windows

Verbal and Written communications

Influencing

Commitment

Positive attitude

Result orientated

Customer service orientation

Languages

English

Afrikaans

Zulu

Tsonga

Profile

As a person who is passionate about managing, marketing and CPO, security, I have joined these industries with courage to learn and to be marketing part of security in South Africa. At the same time I had an opportunity to apply my skills within highly professional security team at Chubb, Trust security, Hi – Risk Unit and communication company like Mindspace Africa. During my stay at Chubb and Trust securities, I believe I have gained the much needed experience to further my career and to face new challenges in the security world and Warehouse dispatch. I am computer literate. At Mindspace Africa I have gained much experience in personal security, security systems, Escort, Office administration and brand Marketing. At The Grilleshack I have learned to handle bartenders and waiters, resolving issues, managing front house and record keeping. I am aiming to be executive personnel with any company considering my experience.

Education

STD. 9 **1994**

Molomo'a Tau secondary

- N.Sotho, English, Afrikaans, Accounting, B.Economics, Maths

Employment

Supervisor **Jun 1999 - Mar 2002**

Chubb security

- Guards Management, Access control, Patrol, Nigerian consulate CPO

Site Manager **Feb 2003 - Sep 2006**

Trust Security

- Drawing duty roster, Access control, Helping to develop better methods /procedures, Checking progress of employees, Warehouse dispatch / receiving

Area Junior Guarding Banking Manager **Oct 2006 - Mar 2007**

Hi –Risk Unit

- Escorting SBV, Duty Roster, Control Room, Meeting Clients, Control room agent, Managing staff, Responding Alarms, Developing procedures

Brand Marketing & Sponsorship Admin assistance, Driver and Safety & security liaison **Apr 2007 - Dec 2008**

Mindspace Africa

- Personal security & driver to CEO, Meeting clients, Administration, Brand marketing, Banking, Filling, Event Co-ordinator and branding

Office admin clerk, Property manager, stock controller, CPO to Family, Buildings caretaker, VIP Chauffeur and Providing close personal protection **Jan 2009 - Jun 2020**

Idea Tank/ SJ Burger

Hobbies

- Music
- Fishing
- Golf
- Hunting

- Filling, Banking, managing and maintaining buildings, renting agent

Bar and Beverage Manager **Dec 2018 - Jun 2020**
The GrilleShack

- Keeping a current liquor license; Negotiate supplier contracts; Taking inventory and reorder supplies; Manage Budget; Arrange promotional events to meet budgets. Staff Management, Hire and train staff to provide excellent service to clients, Ensure bartenders can keep our standard; Conduct and Initiate Disciplinary processes of Staff members

Liquor store Manager **Jun 2021 - Feb 2022**
IDEAL TRADING 190 LIQ / BEYERS PARK LIQUORS

- Ordering stock, Stock taking, Grv stock and pricing, Liaising with suppliers, Helping Cashiers

Guarding Manager **Mar 2022 - Apr 2022**
SRU Security

- Guards and Sites management, duty roster and admin, Developing procedures

Armed Reaction **Jun 2023 - Aug 2023**
GridHawk security

- Responding to Alarms

Tactical Reaction, Control room Operator, guards management, quality checker for centurion systems **Aug 2023 - Jan 2024**
Hi Zone security

- Escorting, Reaction and Site management, CPO, CCTV Monitoring, Quality checker, admin, Guards Management, Investigation

CPO / VIP **Feb 2024 - Present**
CSG Security, Saudi Arabia Embassy

- VIP Chauffeur driver at Saudi Arabia Embassy

Courses

Different Security Grade: E,D,C,B **1999**
- Self defense, legal aspects, Firearm handling

Different Security Grade: A **2005**
- Supervision, written reports, Firearm competency, Gun safety, Firearm Control

Different Security Armed Reaction **2006**
- Introduction to Reaction

CCTV Installation **2011**
- Installation, monitoring

Basic understanding and running of filling station **2017**

- Running forecourt, receiving stock, managing staff

Essential Bar Skills **2018**

- Creating cocktails, managing bar, managing waiters, knowing alcohol brands and keeping inventory

Competencies

Verbal and Written communications
Able to draw appropriate recommendations and conclusions from findings expressed in a written report. Ability to effectively set down and communicate the business plan.

Influencing
Acknowledge and respect employees people for their contribution, no matter their level or position. Ability to persuade management to accept the different opinions.

Commitment
Positive attitude, Develop plans which displays a positive vision of the future. Strongly self-motivated despite adverse circumstances. In problem solving situations, focus on current strengths and future opportunities. When faced with failure, I have the ability and resilience to start again with enthusiasm.

Result orientated
Support and create new ideas to bring about significant shifts in the way service is provided. Evaluate alternative methods to achieve results. Successfully implement solutions on time and within budgetary constraints.

Customer service orientation
Offer appropriate business plans to match customer’s needs. Pro-active in suggesting ways to meet current and anticipated customer’s needs. Go the extra mile to ensure customer satisfaction.

Leadership and Achievements

Leadership and Achievements
Passionate about managing, marketing and CPO, security. Experience in security teams and communication companies. Gained experience in personal security, security systems, Escort, Office administration and brand Marketing. Learned to handle bartenders and waiters, resolving issues, managing front house and record keeping.