COVER LETTER OF MPATA QUEEN MAPAYA

5445 Jeff Masemola Street, Ext 12,
Tembisa North,1632

Dear: Recruitment Team

I am writing to apply for a position within your organization, either in Security Services or as a Health and Safety Officer. I hold a National Diploma in Policing, a SAMTRAC qualification, and a PSIRA Grade B certification, equipping me with a solid foundation in both security operations and occupational health and safety.

I have gained valuable experience working as a Construction Health and Safety Officer, where I was responsible for risk assessments, site inspections, and ensuring compliance with safety regulations. I am currently working as a Safety Officer in a pharmaceutical manufacturing environment, where I manage health and safety systems, conduct incident investigations, and drive continuous improvement in workplace safety.

In addition, my experience as a Training Coordinator has strengthened my ability to deliver training, enforce procedures, and promote a strong safety and security culture. My earlier role as a Flexi Crew Member at McDonald's helped me develop discipline, teamwork, and the ability to perform effectively under pressure—skills that are essential in both security and safety roles.

With my combined background in policing, security certification, and health and safety experience, I am confident in my ability to contribute effectively to your organization by ensuring compliance, protecting people and assets, and maintaining a safe working environment.

I am eager to bring my skills, dedication, and strong work ethic to your team and would appreciate the opportunity to discuss how I can add value to your organization.

Thank you for your time and consideration.

Kind regards,
Mpata Q Mapaya
078 523 0174
mpata36@gmail.com

MPATA QUEEN MAPAYA

PROFESSIONAL SUMMARY

Mpata Queen Mapaya is an ambitious and driven professional with aspirations of becoming a Chief Safety Officer or Health and Safety Manager. She holds a National Diploma in Policing, a SAMTRAC Certificate from the Tshwane University of Technology and NOSA College, as well as a PSIRA Grade B certification, equipping her with a strong foundation in both occupational health and safety and security operations.

With over seven years of experience spanning roles as a Junior Health and Safety Officer, Flexi Crew Member, and Project Coordinator, Mpata brings a well-rounded combination of practical expertise and academic knowledge. Her background enables her to effectively contribute to roles within Safety, Health, Environmental Management, and Security Services, where compliance, risk management, and operational discipline are critical.

Mpata has developed solid competencies in occupational health and safety systems, risk assessments, incident management, and workplace compliance. She is equally capable in security-related environments, applying her policing background and PSIRA certification to support the protection of people, assets, and operations.

She is known for her dedication, goal-oriented mindset, and strong work ethic. Mpata consistently seeks opportunities to apply her skills to achieve optimal outcomes while maintaining high standards of safety and professionalism. Her commitment to continuous learning and development drives her to grow within her field and take on greater responsibilities.

Passionate about making a meaningful impact, Mpata is enthusiastic about sharing her knowledge and experience to support organizational goals and inspire others in their professional journeys. She is well-positioned to add value to roles aligned with Health and Safety, Environmental Management, and Security Services.

PERSONAL DETAILS

Contact	:	078 523 0174/ 068 317 7092
E-mail address	:	mpata36@gmail.com
Location	:	Tembisa, Gauteng
Nationality	:	South African
EE	:	Black Female
License	:	Code 10-C1

CORE COMPETENCIES

- **In-depth understanding of local, state, and federal safety, health, and environmental regulations relevant to the industry.**
- **Keen attention to detail and a commitment to maintaining high standards of safety, health, environmental protection, and quality assurance.**
- Project management skills to plan, implement, and evaluate SHE programs and initiatives.
- Ability to identify workplace hazards, conduct risk assessments, and develop strategies to mitigate risks.
- **Proficiency in using computer software and systems for data analysis, documentation, and reporting, including Microsoft Office Suite and SHE management software.**
- **Knowledge of relevant health, safety, environmental, and quality regulations and standards, such as OSHA, EPA, ISO 9001, ISO 14001, and ISO 45001.**
- Skilled in designing and delivering safety training programs for employees at all levels, including hazard communication, PPE usage, and emergency response procedures.
- Ability to lead a team of safety professionals, set goals, and motivate others to achieve safety objectives.
- Excellent communication skills to effectively communicate SHEQ policies, procedures, and initiatives to all levels of the organization.

EXPERIENCE

[Junior Health and Safety Officer] [Triton Pharmaceuticals, Midrand]
[March 2024– Present]

Duties Include:

- Enforcing company, SHE policies and procedures.
- Maintaining HSE legal registers.
- Creating and maintaining SHE training needs analysis.
- Conducting SHE audits.
- Ensuring compliance with all applicable HSE legislative requirements.
- Create and facilitate daily/weekly checklists, maintain legal records e.g. lifting machinery load test and services records.
- Ensuring firefighting equipment is serviced annually.
- Facilitating SHE induction training program.
- Compiling risk assessments and safe operating procedure for all activities and monitoring compliance.
- Compiling safety files, ordering and issuing PPE.
- Conducting safety tool box talks.
- Conducting incident investigation and implementing of corrective measures.
- Evaluating compliance against system documentation as well as operational controls during inspections.
- Facilitating accident/incident investigations, incident flashes, incident register and incident recall.
- Completing FEM documentation in the event of an accident.

[Junior Health and Safety Officer] [Cairnmead Industrial Consultants, Centurion] [April 2023– January 2024] Duties Include:

- Civil and Building Construction-Construction of a Data Centre:
- Hazard identification and risk mitigation, Workforce protection and safe equipment operation.
- Conducted site inspections, auditing, rectified unsafe practices and conditions, conducted toolbox talks.
- Monitored and complied permit to work (PTW) systems.
- Supported the development of OHS Policies and programs.
- Advised and instructed on various safety related topics.
- Stopped any unsafe acts or processes that seem dangerous or unhealthy.
- Recorded and investigated incidents to determine causes.
- Oversaw HSE compliance onsite.
- Cheered health and safety committee meetings
- Conducted daily, weekly and monthly SHE reports and record deviations.
- Identified new SOP and develop them as required.
- Reviewed changes in system documentation for approval and capturing into the system.
- Kept records of all statistics and calculating man hours.
- Ensured necessary permits are in place and specific before the task is conducted.
- Controlled records, filing, archiving of the system records.
- Promoted a culture in which safety is the prime concern and will never be compromised
- Participated during SHE client audits and conducting full SHE audits to evaluate legal compliance with SHE management plan and system as per audit protocol and frequency schedule.

[Flexi Crew] [McDonald's Olifantsfontein]
[October 2021– March 2023]

Duties Include:

- Worked in the kitchen preparing food, at counter helping customers placing order, and operating cash register.
- Provided exceptional customer service with a friendly and positive attitude.
- Took customer orders accurately and efficiently.
- Prepared and served food and beverages according to McDonald's quality standards.
- Maintained cleanliness and organization of the dining and kitchen areas.
- Assisted with inventory management and restocking supplies as needed.

[Project Coordinator] [Fleetmax Africa]
[November 2017– March 2021]

Duties Include:

- Coordinated project management activities, resources, equipment and information.
- Liaised with clients to identify and defining requirements, scope and Objectives
- Monitored project process and handled issues arising.

- Acted as the point of contact and communicated project status.
- Maintained and created comprehensive project documentation, plans and reports.
- Ensured that standards and requirements are met.

EDUCATION

Institution	**:**	Tshwane University of Technology
Qualification	**:**	**National Diploma in Policing**
Status	**:**	**Completed**
Institution	**:**	NOSA College
Qualification	**:**	**SAMTRAC Certificate**
Status	**:**	**Completed**
Institution	**:**	**Ntlhontlho Security S**
Qualification	**:**	**PSIRA Grade B**
Status	**:**	**Completed**

ACQUIRED CERTIFICATIONS, TRAININGS AND AFFILIATIONS

- Introduction to SAMTRAC– NOSA Safety Cloud, 2023.
- South African Council for the Project and Construction Management Professions (SACPCMP)– Candidate Construction Health and Safety Officer (CHS31383), 2023.
- South African Institute of Occupational Safety and Health (Saiosh)– Technical member, 2023.
- HIRA Certificate– NOSA College, 2018.
- SHE Rep– NOSA College, 2018.
- SHE Functions– NOSA College, 2018.
- First Aid Basic Life Support Level 1– .2024
- Accident and Incident Investigation- 2024
- Safe Stacking and Storage- 2024

ACHIEVEMENTS

- Successfully managed to organize a youth development programme at Lelong Farm School and Coordinated a press media coverage.
- While working for Fleetmax Africa I successfully coordinated smoothly the advance defensive driving workshop training in partnership with RAF and Arrive alive campaign for bus drivers KTVR Bus services and taxi associations Nationwide.

GOALS

- **To move into leadership positions within the industry, such as Senior Safety Manager, Safety Superintendent, or Safety Consultant.**
- To consider pursuing advanced studies such as a bachelor's in Safety Management and stay updated on industry changes through memberships in professional safety organizations.
- To network with other safety professionals and organizations to stay informed about industry trends and opportunities.

VOLUNTEER WORK

Public Relations Officer at MM Redefine NGO (Sept 2018 – 2021)
Develop PR Strategies and campaigns; prepare press release, keynote speeches and promotional material; building positive relationship with media and the public. Managing MM Redefine Social Media Pages

REFERENCES

- Available upon request