

ABOUT ME

Date of Birth : 27 September 1986

Gender : Male

Nationality : South African

SA ID : 8609275258085

Race : Indian

Marital Status : Married

Driver's license : Yes (Code 08)

Health : Excellent

Disability : None

Criminal offences : None

CONTACT

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120 Esselmont Avenue
Essenwood, Berea
Durban
4053

EXPERIENCE

May 2022 to Current

Ethekwini Cold Stores (Pty) Ltd

SHEQ & Security Controller – 2 Sites (Prospecton and Cornubia)

Duties included:

- SA Gap Audit
- SOLAS SAMSA Audit
- PPECB Store Approval
- Certificate of Acceptability
- Daff Phytosanitary Applications
- Walmart Security Audit
- Cold Submissions
- Letter of Good Standing
- Site Inspections and Visits
- DOL Inspections & Audits
- PPE allocations
- Training and Development
- Inductions
- Policies and Procedures
- Occupational Hygiene Surveys
- MHI Assessments
- Water Quality Testing
- Risk Assessments
- SHE Committee Meetings
- Safety Signages
- Equipment Certifications
- Staff Training and Certification Renewal
- SLAs for Security and Cleaning Services
- Budgets
- Quality Management
- Facility Management
- Plant Maintenance

July 2018 to May 2022

Port Stevedoring

Safety Officer & Operations Supervisor

Duties included:

- SHEQ Officer - Registered member of the South African Institute of Occupational Safety & Health Association
 - Branch Facilities Management:
 - Compliance
 - Evacuation Plans
 - Emergency Plans & Policies
 - Incident Investigation
 - Near Miss
 - Control Measures on near miss
 - Create Policy/ Plan & Procedures
 - Hazard Identification & Risk Assessment
 - Implementation of Legislation
 - Workers Compensation Claims
 - Report Incidents/Accidents to Transnet Port Authority & SAMSA
 - Report Injuries to Department of Labour
 - She Commitee Meetings (Branch)
 - Health & Safety Inspections
 - Portable Electrical Inspections
 - First Aid Box & Equipment Inspections
 - Ladder Inspections
 - Fire Fighting Equipment Inspection
 - Gas Welding & Equipment Inspection
 - Investigate IODS
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- House Keeping
 - PPE training & distribution
 - Fire Equipment Checks
 - Implementation of Quality Management Systems
 - Weekly/Monthly Reporting
 - Monthly Check list
 - Tool Box Talks
 - She Inductions
 - Oil Separation Services
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- Staff Training Update on Health & Safety
 - Staff Medicals Updates
 - Staff Machine Operating Certification Updates
 - Staff Induction Training
 - Emergency Response programs & Evacuation Drills
 - Ensure Safety Signs & Notices are properly displayed
 - Maintain safe working conditions for all staff
 - Maintain & follow all companies policies & procedures
 - Communicate all HSE Issues to management
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- Crane / Winch-men Certification Updates
 - Forklift Certifications/Recertification's
 - Public driving permit staff updates
 - Coid certifications
 - Electrical Certifications
 - Environmental Management Plan
 - Waste Management Plan
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- Fall Protection Plan
 - Working Permits
 - Safety Appointments
 - Safety File Compilation
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- Transnet Port Authority Audit preparation
 - Department of Labor inspections
 - Transnet Port SHE Committee meetings
 - SAMSA SHE Committee meetings
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- Labor Allocations
 - Assist Labor with Wage Queries & addressing issues with Payroll
 - Assist Labor with Provident Fund Queries & Changes
 - Assist Payroll with Labor issues (Staff Hours, Sick Leave, Annual Leave, Union Agreements)
 - Equipment Hire/External Labor Hire Authorizations
 - Signing off & Authorizing of invoices & Statements

October 2016 – May 2018 **World Courier SA (PTY) LTD - An Amerisource Bergen Company**

Operations Agent – Supervisor

- ❖ Health & Safety
 - Monthly Meeting with Staff members & Management
 - Monthly Health & Safety Check List
 - Weekly Health & Safety Awareness discussions
 - First Aid Box content Check list
 - First Aid Incident Record
 - Internal Audits
 - Fire Fighting Monthly Check List
 - Making sure staff adhere to health & safety procedures
 - Promoting of a safe working environment
 - Making sure staff & management understand the benefits of health & safety in the work place
 - Health & Safety Reporting to the country training & compliance officer
 - Implementing new measures regularly to provide safer conditions of working
 - Hazard identification
 - PPE awareness, control, checks & training

 - ❖ General
 - Daily running of the Operations Team i.e.: (Imports, Exports and Dispatch).
 - Ensure that systems are being utilized correctly and to the maximum.
 - Analyse K.P.I reports and send report to JNB.
 - Monitor World-STAR / Email out of hours when required.
 - Liaise closely with Senior OPS Agent DUR
 - Identify areas where change may be required and implement the change if appropriate.
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- Responsible for training of all new personnel to the department.
- Conduct regular Ops meetings with staff to check/discuss the general running of the department.
- Plan shift roster.
- Completion of Self Inspection Reports – Monthly
- CAA Audit preparation.

❖ Exports

- Prepare and submit export documents via Core freight.
- Maintain EDI systems.
- Prepare airline bookings.
- Action World-STAR updates.
- Check route confirmation.
- Submit AMS Airline Interface via Combinado.
- RIT Management, refrigerant replenishment (instruction to dispatch).
- Ensure export compliance (CAA/Customs).
- Source export adhoc airline rates.
- Request charges from vendors (truck hire, DG packaging etc.).
- Alert domestic agent – overnight shipments, include delivery instructions.
- Resolve export delays (customs, DAFF etc.).

❖ Imports

- Prepare and submit import paperwork. Low and high value (includes consignee brokers).
- Monitor customs progress.
- Resolve import delays (customs queries/stops, DAFF, DoH etc.).
- Ensure compliance with import authorities.
- Enter World-STAR updates.
- Ensure replenishment instructions are carried out (passed onto dispatch).
- Africa imports (shipment instructions), packaging and temperature monitor recovery.
- Request charges from vendors (truck hire, DG packaging etc.).
- Ensure import regulations are met (DoH, DAFF etc.).

❖ Dispatch

- Driver management (deliveries, collections).
 - Packaging and temperature monitor preparation.
 - Vehicle checklists / daily fuel slips / service and repair bookings.
 - Temperature monitors management.
 - Packaging and temperature monitor recoveries.
 - Monitor GTC daily checklist (JNB/CPT/DUR).
 - Ensure refrigerant replenishment.
 - Action World-STAR updates.
 - Complete dry ice orders.
 - Carry out stock recon.
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CAREER HISTORY

MAY 2008 –
Bergen Company

World Courier SA (PTY) LTD - An Amerisource

Administration and Accounts

Responsibilities included:

- Collections of funds from our various 30 day account customers (Debtors)
 - Credit Control Reporting
 - Credit Checks for new account Applications
 - Credit Notes
 - Branch Equipment Maintenance
 - Compile Monthly reports (Telkom, MTN, Petty Cash, Metro bill, First Auto(Garage card) etc
 - World Star Pricing /Costing International & Domestic / clearing notes
 - Optiview
 - Combinado – Running Accounts Reports
 - Customer Queries
 - Petty Cash
 - Data capturing and Quality checking of Documentation for daily jobs carried out
 - Banking of Cods and Cashing of Cod Cheques
 - Ordering of Stationary, Office supplies and stock needed as well
 - Maintaining the filing system and making sure it is understandable too all staff
 - Orders & Invoicing
 - Costing
 - Issuing Quotation (Domestic & International)
 - Sending out statements / invoices to customers
 - Scale & Extinguisher Calibration
 - Reconciliations
 - Replenishing office supplies
 - First Aider
 - Assisting Operations – Various Functions
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EDUCATION

Qualification : MATRIC (GRADE 12)

School : Sastri College

Subjects : English, Afrikaans, Geography, Biology, Tourism, Home Economics

Completed: 2004

Qualifications:1) Introduction to Samtrac (2017)

2) Samtrac (2018)

3) ISO 9001 Introduction (2019)

4) ISO 9001 Implementation (2019)

5) ISO 9001 Internal Auditor (2019)

6) SHE Rep (2017)

7) Introduction to occupational health & safety Act (2017)

Institution : Nosa

Completed: 2017/2018/2019

Qualification : First Aid Level 1 & Fire Marshal

Institution : SRA SHE Solutions

Completed: 2019

Qualification : Diploma in Tourism Management

Institution : Oval International

Completed: 2007

Microsoft Excel

I am able to operate Microsoft Excel, I have used this programme on a daily basis throughout my working experience.

Leadership skills

I'm able to motivate and encourage others, whilst providing guidance and direction to subordinates, including setting performance standards and monitoring performance. I am able to resolve conflicts or grievances, handle complaints and settle any disputes that may occur. I believe in being fair but firm when required and I'm not afraid to make tough decisions.

Personal and Interpersonal skills

I'm flexible and adaptable so I can work within a fast-moving environment. I perform my duties with honesty and integrity. I believe in developing constructive and cooperative working relationships with others, and maintaining them over time. I am an active listener, giving my full attention to what other people are saying irrespective of their position. I also believe in being approachable in the workplace and being a positive influence on my co-workers.

Communication Skills

Excellent understanding of the English language, Ability to convey information effectively to supervisors, Managers, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Computer and Administrative skills

Proficient with Microsoft Windows, Microsoft Office (Ms Word, Excel, PowerPoint) and email. Performing day-to-day administrative tasks such as compiling reports, Data capturing etc.

Numeracy

Excellent reading and understanding of graphs, numerical data or statistics. Knowledge of the budgeting processes and an awareness of profit and loss concepts.

REFERENCES

REFERENCE:

1. Name of reference : Ryan Govender
Designation : Operations Manager and direct line manager
Company : Ethekwini Cold Stores
Mobile : 066 355 0411

2. Name of reference : Eugene Visser
Designation : Operations Supervisor
Company : Port Services
Mobile : 083 781 3023

3. Name of reference : Mr Alvin Odayer
Designation : Senior Ops Agent
Company : World Courier-Durban Branch
Mobile : 073 988 2008

4. Name of reference : Alan Bald
Designation : Operations Manger
Company : Port Services
Mobile : 083 781 3027

5. Name of reference : Thiresen Naidoo
Designation : Grab Mechanic
Company : Port Services
Mobile : 084 511 0391
