



Sakhi Mazibuko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Operation and Facilities Manager

- * Source, compare quotes and verify suppliers' submitted documentation.
- * Perform due diligence as and when required.
- * Responsible for preventative maintenance of all equipment.
- * Generator inspections to ensure sound working order including fuel levels.
- * Conduct daily inspections of all offices to ensure pro-active attention to minor maintenance issues.
- * Generate and update maintenance reports and malfunctions.
- * Ensures corrective action and repairs are undertaken.
- * Responsible for fleet management
- * Schedule pre-planned maintenance service with technical team on all equipment
- * Manage documented service level agreements with suppliers
- * Schedule Health and Safety team training
- * Monitors the security contractors service level agreements and ensures that security needs are met.
- * Coordinates the maintenance and use of pool vehicles.
- * Attend to maintenance matters in the Pretoria West & Waltloo Archives
- * Ensures monthly stoke take and replenishment of all office supplies
- * Coordinates the internal post department.
- * Coordinates the external delivery services.
- * Monthly Health and Safety Inspections
- * Quarterly SHE meetings: ensure building and contractor compliance
- * Maintenance of electrical transformers.

Preferred occupation

Operations Clerk
Administrative jobs

Facilities manager
Other jobs

Preferred work location

Newcastle
KwaZulu-Natal

Contacts and general information about me

Day of birth	1980-09-13 (43 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.04 iki dabar
Company name	Adams & Adams
You were working at:	Building manager
Occupation	Operations & Facilities Manager
What you did at this job position?	Building maintainer

Education

Educational period	nuo 2014.10 iki 2016.11
Degree	Certificate
Educational institution	Academy Of York
Educational qualification	Mastery Certificate
I could work	Facilities and Operations Management

Educational period	nuo 2012.01 iki 2012.12
Degree	Certificate
Educational institution	EThekweni School of Welding
Educational qualification	Trade Test Certificate in Boiler-making
I could work	Welder

Educational period	nuo 2010.09 iki 2011.12
Degree	Certificate
Educational institution	Amajuba Nu-Tech FET Collage
Educational qualification	N4 Certificate in Millwright
I could work	Plant

Educational period	nuo 1996.01 iki 2001
Degree	Grade 12 / Matric
Educational institution	St Lewis Bertrand's High School
Educational qualification	Matriculation
I could work	police

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	very good
Setswana	good	good	basic

Computer knowledge

MS Word
MS Office
MS Outlook
MS Excel
MS Power Point

Additional information

Your hobbies	Weights (Lifting). Movie Reading Swimming
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2004-08-00 (19 years)
Salary you wish	35000 R per month
How much do you earn now	28000 R per month