



Chuma Makele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I regard myself as a very dedicated, honest, loyal and pleasant person. I am an extremely harder worker and conscientious learner and am not afraid of new challenges. I attempt to show consistency through my work and I take pride in my work and therefore try to show good levels of initiative and integrity through accomplishing tasks delegated to me effectively and efficiently. I am highly adaptable and able to learn and develop new skills quickly and effectively as I possess the ability to look at challenges as opportunities. As a result of the above I will add value, sustainability and reliability to the company. I believe I have a lot of potential and so much to give.

Preferred occupation

QA

Other jobs

Assistant Project Manager

Other jobs

Preferred work location

Johannesburg

Gauteng

Bloemfontein

Free State

Burgersdorp

Eastern Cape

Middelburg

Mpumalanga

Contacts and general information about me

Gender

Female

Residential location

Johannesburg

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period **nuo 2019.02 iki dabar**

Company name AMIS

You were working at: QA

Occupation Quality Coordinator

What you did at this job position? Principal Accountabilities: Coordinate, plan, execute, compilation and project management of all Round Robin projects for AgriLASA, as well as overall responsibility of project managing the various processes required for proficiency testing schemes for AgriLASA. • Technical ☐ SOP compliance ☐ AgriLASA: PT Administration, compile PT report and certificate ☐ Project manage all AMIS AgriLASA Proficiency Testing Programs: ☐ Dispatch of samples and communication with all laboratories ☐ Regular follow ups and collating of all results ☐ Running all iteration programs as per SOP's ☐ Maintenance of Macros software ☐ Customer and service provider queries and requests PERSONAL PROFILE: Name & Surname: Address: E-mail Address: Phone Numbers: Home/Cell: Identity Number/Nationality: Driver's license: EDUCATIONAL PROFILE: High School: Standard passed: Date: Special Achievements: College/University: Qualification Obtained: Date: Previous/Further studies: Hobbies/Interests: EMPLOYMENT HISTORY: CURRENT EMPLOYMENT: Dates: Company: Position: Description of Duties: N/A ☐ Regular reporting on all projects and processes ☐ Assist with: Filing (Red files, ISO, NNR, ATIS), Ensure all lab certificates are received are saved in appropriate file, Dispatching RR samples, collating of data, Maxwell Geoservices, Visiting customers, Lab Performance Summary, Free issues (Keep excel up to date and dispatch when needed) • Administration: ☐ Handle complaints ☐ Compilation and statistical evaluation of laboratory results ☐ Data Management ☐ Tracking of all open projects, document control ☐ Reporting of any process deviations ☐ Maintaining project timelines and processing data ☐ Regular laboratory visits and customer management ☐ Adhoc functions as required • Liaison With: ☐ Customers and business partners at the highest technical levels ☐ Internal and external business teams, business partners at senior management level ☐ Service providers and suppliers

Education

Educational period **nuo 2020.01 iki 2020.09**

Degree Certificate

Educational institution University of Pretoria

Educational qualification Project Management

I could work Yes.

Educational period **nuo 2006.01 iki 2009.12**

Degree Degree

Educational institution Cape Peninsula University of Technology

Educational qualification BTech: Chemistry

I could work Yes

Educational period	nuo 2000.01 iki 2005.12
Degree	Diploma
Educational institution	Cape Peninsula University of Technology
Educational qualification	Analytical Chemistry
I could work	Yes

Educational period	nuo 2000.01 iki 2000.12
Degree	Grade 12 / Matric
Educational institution	Hoerskool Burgersdorp
Educational qualification	Matric
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	good
Afrikaans	good	good	basic

Computer knowledge

MS Word, MS Excel and MS Microsoft

Recommendations

Contact person	Mbumba Ntaba
Occupation	Senior Sales Specialist
Company	AMIS
Telephone number	(073) 794 8560
Email address	mbumba@amis.co.za

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-11-00 (8 years)
Salary you wish	40 000 R per month
How much do you earn now	28163 R per month