



# Tessa Aphiwe Mseleni

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am certified in Electrical engineering from Ekurhuleni West College. I am highly driven qualified Electrician with Trade test seeking full time employment where I can use my talents and skills to grow and expand the company. A company which will allow me to continue learning and perfecting my skills as I provide high quality work, and encourages me to flourish in the company.

Preferred occupation	Engineers Engineering jobs
	Artisan aider Other jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1993-06-12 (32 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.06 iki 2022.08</b>
Company name	Revlon SA (Pty) Ltd
You were working at:	Generals
Occupation	General Worker
What you did at this job position?	-Filling and Assemble goods on production lines. -Picking and Palletising, Sorting, Capping, Cartoning, labeling of goods. -Good general housekeeping

Working period **nuo 2018.10 iki 2018.12**

Company name KDO GROUP

You were working at: Filing clerk

Occupation File Clerk

What you did at this job position? Keep files and documents organized for company. -Do routine tasks like data entry, scanning, cross-referencing, copying & retrieval, storing and labelling employees documents for later use. -Receiving and transferring telephone calls, taking brief messages and passing them via email system or connecting callers to staff members personal direct line voicemail. -Process documents for archiving and/or disposal. -Sort and package files for archives and distribution. -Compile list of documents to be archived and submit to the supervisor. -Dispose and transfer qualifying material to national archives. -Distribute and collect documents. -Maintain an accurate register of all archived files

Working period **nuo 2017.01 iki 2018.06**

Company name CCBSA (ABI)

You were working at: Machine operator

Occupation Operator Packaging

What you did at this job position? Check equipment availability in preparation for start up. -Start up, operate and shut down the equipment according to standard operating procedures. -Routine checks and preventative maintenance of equipment. -Prepare and perform changeovers in accordance with the packaging production plan -Efficient completion of final assembly and then packaging processes (such as applying fastenings or ties) if required -Prepare and perform shift handovers end of shift -Maintaining cleanliness of equipment and work area according to standard operating procedures and schedules. -Reporting issues when they arise - this should be done quickly to minimize any impact on the efficiency of production -Participate in shift meetings. -Give feedback on equipment performance -Handover to incoming shift Maintenance: -Perform first line maintenance on packaging equipment. -Obtain and interpret scheduled maintenance tasks -Carry out first line maintenance as per standard operating procedures. -Report and record faults and deviations on machines to packaging technician and team leader -Adhere to standard safe work procedures. Safety, Health and Environment: -Compliance to the SHE standards and requirements in order to ensure safe operation of the. -Report unsafe conditions and accidents to the SHE representations. -Follow safe work procedures, including use of correct PPE. -General housekeeping in working stations. -Participate in safety meetings and committees. Compliance: -Compliance with the quality standards and requirements in order to ensure the packaging of a quality beverage. -Carryout quality checks on all the packaging processes. -Monitor packaging equipment control parameters -Capture data and keep records for reference and auditing.

Working period **nuo 2016.01 iki 2016.12**

Company name CCBSA (ABI)

You were working at: Electricians

Occupation Electrical Artisan

What you did at this job position? Installation of electrical components and cables -Making records of breakdown documents for rereference when conducting preventative maintenance. -Assisting Technicians with general cable work by tracing and locating faulty cables, visually or using various testers. -Explaining to the foreman daily problems and if further repair electrical components, conducting route cause analysis. -Transporting electrical equipment and tools by carrying or pushing tool boxes or equipment to work sites. -Attending to all plant breakdown and doing breakdown maintenance in all mechanical and electrical components. -General cleaning and lubricating tools using safety solvents.

Working period **nuo 2014.04 iki 2016.01**

Company name HWSETA (Swiss South African Co-operation Initiative) and COCA COLA BEVERAGES SOUTH AFRICA

You were working at: Electricians

Occupation Electrical Apprentice

What you did at this job position? Design & Wire, Installation, Fault finding. -Hand skills and Identification of Hand tools. -Electrical measuring instruments (Panel mounted). -Electrical testing instruments (Portable). -Motor test, PVC Cable joint, Soft Soldering, Gas cutting heating, Arc & Gas welding. -Basic lifting techniques and marking off. Covered the operational & maintenance principles on the following machinery: Induction motors, Blow moulder, Filler, Date coder, Labeller, Shrink wrapper, Palletiser, Depalletiser, Crate washer, Case Packer & Full bottle inspector. -Setup of proximities and replacement of photocell sensors. -Knowledge of doing breakdown maintenance in all mechanical and electrical components. -Fault finding on electrical panels including VSDs, -Panel design & wire and Cable joint. -Installation of VSDs, Flow meter, LED & Fluorescent lights. -Replacement of UV lights, three phase Isolators & Induction motor. -Inspection and repair Electrical components

## Education

Educational period **nuo 2012.01 iki 2016.01**

Degree Diploma

Educational institution Ekurhuleni West College

Educational qualification National N Diploma Electrical engineering field of study

I could work Manufacturing companies, Construction, Mine

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

Microsoft office word level 1 & 2

**Recommendations**

Contact person	Sibusiso Manana
Occupation	Production Supervisor
Company	Revlon SA (Pty) Ltd
Telephone number	0119710931 / 0679532757
Email address	mselenitessa@gmail.com

**Additional information**

Your hobbies	Internet surfing Gym
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-07-00 (5 years)
Salary you wish	R10000 R per month