



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 (30 years old)
Gender	Female
Residential location	East Rand 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 2020.06 iki 2022.08
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 (3 years)
Salary you wish	R10000 R per month