



Chrissie Le Roux

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Adaptability

Teamwork

Ability to work well in an office and site environment

Preferred occupation

Experienced Office Administrator with over 20 years of experience in the Petrochemical Industry, currently at Astron Energy Cape Town Oil Refinery. Excellent reputation for resolving problems and improving customer satisfaction.

Data captureurs

Administrative jobs

Personal assistant

Administrative jobs

Filing clerk

Organized and dependable, successful at managing multiple priorities with a positive attitude.

Willingness to take on added responsibilities to meet team goals.

Administrative jobs

Operations clerk

Administrative jobs

Preferred work location

To see and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

West Coast

Western Cape

Contacts and general information about me

Day of birth

Hardworking and passionate with strong organizational skills eager to secure entry-level position.

1970-01-18 (54 years old)

Gender

Ready to help team achieve company goals.

Female

Residential location

Northern Suburbs

Western Cape

My contract is coming to an end on 28 February.

Telephone number

Information is available only for registered users.

[Sign in](#)

Skills Address

Information is available only for registered users.

Technical design documentation

[Sign in](#)

Document Control System

Work experience

Meridium API Framework Database Version 3.5 and 3.6

Working period

11/05/2021-05/11/2023.01

Behavioral Science Technology Solutions Software

Company name

Astron Energy Cape Town Refinery

AutoCAD 2000 2D

You were working at:

Engineers

Visions 3 Enterprise: Metegrity Engineering Database Version 3.6.1.

Occupation

Senior Document Controller

What you did at this job position?

Acquired Competencies

Organizational skills

Self Motivated

Attention to detail

Flexibility

Interpersonal skills

Coordinates, implements, and maintains the company's Document Control and Training System. Coordinates labelling activities through change management interfacing with suppliers to meet quality standards and timelines. Strictly follows established procedures and policies needed to meet the demands of document control in a regulated medical device company. Responsible for overall coordination of controlled documentation within the company. Performs the Document Control function within the validated SPF Smart Plant Foundation system. Assist in supporting external audits, coordinating activities in backroom and ensuring timely response to documentation requests for auditors. Supports user requests for documentation and trains users in SPF. Investigates and responds to corrective actions related to Document Control, Training and External Standards. Other duties may be assigned as deemed necessary by the Mechanical Engineer.

Working period **nuo 2006.04 iki 2021.08**

Company name Astron Energy Cape Town Refinery

You were working at: Quality manager

Occupation Systems Administrator/Quality Controller

What you did at this job position? Registering QCP (Quality Control Procedure) documents for contractors on site Registration of Work Orders on MAXIMO Manage the PCMS Plant Condition Management System of the Pipeline and create new equipment and keep track of gauge measurements from the NDT staff. Manage the ACCESS Database with all aspects to Inspection, assisting and updating Inspectors reports and keep track of all reports on the database. Document Controlling for Reliability & Maintenance Department IMPACT Power User and support to refinery leads and Supervisors. LPS & LPO orientated. IMPACT Power User role: Address questions the business has about IMPACT ERM and the Project Reinforce concepts covered in training and share detail with users on how IMPACT ERM supports the LPS Process Assist business users in completing LPS activities in the new software and the transition steps from IPS Answer questions as they arise and route to the appropriate contacts for additional functional and technical support Turnaround Data & Logistics Management

Working period **nuo 2003.04 iki 2005.01**

Company name Astron Energy Cape Town Refinery

You were working at: Maintenance Contractor

Occupation Cost & Labour Distribution Reporting Data Coordinator

What you did at this job position? Directly supporting 1 Manager in the HSE Department Health Environment and Safety Department. Daily maintenance of safety observations on the BAPPTTrack Observations database (capturing 300-500 documents a day) Mainly in control of the Cape Observations Database and the Observations Reports. Performing the daily Observations consisting out of 3 divisions: UDV – User Defined Variables; CBI – Critical Behaviour Index and Comments The compelling of the CDMS database for the Admin Assistant consisting of the Caltex Document Management System. OHMS Incident Reports for the Admin Assistant.

Working period **nuo 2002.05 iki 2003.02**

Company name SA Five Engineering

You were working at: Personal assistant

Occupation Health and Safety Assistant

What you did at this job position? Responsible for entire POB control of the workforce of 900 men. Assisted in personnel control during emergencies / emergency drills, implementing OSHAS 18001 and SHE. Check on site that all safety equipment installed are in line with the requirements to draw up all detailed safety procedure and to assist the site HSE Manager to check the safety requirements during the construction, commissioning and start up and operations To check that all works performed during the commissioning phase are prepared and executed in line with the Company rules and the procedures enforced, and to liaise with production and commissioning team. During commissioning, verify, check and ensure that all safety equipment installed on the FPSO are in line with the Company requirements and operational. During start-up, assist the HSE Manager on the FPSO, including HIRA, SHE, OSHAS Acts, and regulations are in place. Conducted safety orientations for new arrivals. Participated in Client / Contractor Management Safety Walkthroughs of the site. Updated safety documentation (Emergency Response plans, POB Control, Incident reports, etc as required. Responsible for liaising with Local Authorities for Emergency Mobilization of Rescue Personnel / vehicles etc. Reviewed incident reports and conducted the follow up of patients' conditions. Attended Client / Contractor Site Safety Steering Team Meetings.

Working period **nuo 2002.01 iki 2002.04**

Company name Capital Contracting Offshoot

You were working at: Maintenance Contractor

Occupation Worksite Administrator

What you did at this job position? Directly supporting 3 drilling vessels (Grand Banks, SSD South Seas Driller and Barracuda Barge) Directly reporting to 1 Manager Prepared weekly timesheets, problem solving, dealing with salary related queries, site duties, contract writing, organizing Motor permits, safety gear checks and orders. Responsible for issuing, collecting and filing documentation for Project related personnel. Assist with general Project related paperwork. Consultant for the Bluewater and SBM (Single Buoy Mooring - Monaco) recruiting projects. Worksite administrator over the Bluewater FPSO project the Glas Dowr.

Education

Educational period **nuo 2002.01 iki 2002.05**

Degree Diploma

Educational institution ComTech

Educational qualification Microsoft Systems Engineering Diploma

Educational period **nuo 2006.05 iki 2006.08**
 Degree Certificate
 Educational institution SAFENET
 Educational qualification NASTRAC National Safety Certification
 I could work Health and Safety

Educational period **nuo 2006.01 iki 2022.12**
 Degree Certificate
 Educational institution Astron Energy Cape Town Oil Refinery previously Chenvron
 Educational qualification Subjects: • IMPACT ERM full day detailed training of system database • Procurement Procedure P2P training • IRM Information Risk Awareness Training – Policy 57 Act • CORPCOMP Business Conduct and Ethics Code Document • Manual of Compliance – General Inst
 I could work Datacapturing and Document Controlling and Quality Controlling

Educational period **nuo 2020.04 iki 2021.10**
 Degree Certificate
 Educational institution UDEMY American Photography
 Educational qualification Subjects/Courses Enrolled in: • Introduction to Digital Photography in Manual Mode • Photography – Individual & Family Posing • Photography Fundamentals Taught by a Photography PRO • Long Exposure Photography • The Ultimate Photoshop Elements Training Bu
 I could work Freelance Photographer/Fashion Photographer/Sports Photographer

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Afrikaans	fluent	fluent	fluent

Computer knowledge

SKILLS

- ☐ Technical design documentation
- ☐ Document Control System
- ☐ Meridium API Framework Database Version 3.5 and 3.6
- ☐ Behavioral Science Technology Solutions Software
- ☐ AutoCAD 2000 2D
- ☐ Visions 3 Enterprise: Metegrity Engineering Database Version 3.6.1.

Recommendations

Contact person	Melanie Smith
Occupation	Mechanical Engineer
Company	Astron Energy Cape Town Refinery
Telephone number	+27215083065
Email address	melanie.smith@astronenergy.co.za
Contact person	Saliem Ebrahim
Occupation	Analyst - Fixed Equipment Integrity (FEI)
Company	Astron Energy Cape Town Refinery
Telephone number	+27215083420
Email address	saliem.ebrahim@astronenergy.co.za

Additional information

Your hobbies	<p>Photography</p> <p>I am a passionate sports and portrait photographer, well known between the sports community.</p> <p>Because I love photography so much, I have studied a few courses to enrich myself in my photography.</p>
Driver licenses	B Light Vehicle ≤ 3,500kg, A1 Motorcycle ≤ 125cc
Driver license from	1988-11-00 (35 years)
Salary you wish	40000 R per month
How much do you earn now	32000 R per month