



# Lenore Viljoen

Curriculum Vitae (CV)

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

An accomplished Compliance Officer and SHERQ Manager with over 20 years professional working experience. My established ability to effectively direct safety inspections and assessments is complemented by a steadfast commitment to achieving comprehensive employee training and knowledge while minimizing injuries and safety violations. With proven skills in facility audits, investigations, and safety analyses—as well as a deep understanding and knowledge of OSHA regulations—I excel at sustaining accident- and hazard-free environments and training and motivating staff for optimal regulatory compliance.

Preferred occupation	Occupational Health Safety Environmental Mana Other jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1973-12-10 (50 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 2021.07 iki dabar</b>
Company name	Excis Compliance
You were working at:	Other jobs
Occupation	Compliance Officer
What you did at this job position?	<ul style="list-style-type: none"><li>• Ensuring complete adherence to legal standards and in-house policies (ISO Standards).</li><li>• Performing regular audits of business procedures and processes to ensure this compliance.</li><li>• Enforcing regulations in all aspects and levels of the business.</li><li>• Managing and maintaining the Business Management System (BMS) – ISO 9001, ISO14001, ISO27001.</li></ul>

Working period **nuo 2017.09 iki 2019.08**

Company name Torre Parts & Components

You were working at: Other jobs

Occupation SHE Manager

What you did at this job position? • Developed, coordinated and led the implementation and maintenance of a comprehensive Environmental, Occupational Health and Safety Program. • Determined the applicability of administrative and regulatory requirements and other HSE laws in order to implement applicable regulations and standards.

Working period **nuo 2011.08 iki 2017.08**

Company name Permo seal

You were working at: Other jobs

Occupation SHERQ Manager

What you did at this job position? • Oversaw and directed the maintenance and improvement of ISO 9001:2008 across the company (CPT, JNB and KZN Branch). • Managed Document and Record control systems. • Managed SHERQ Nonconformance & Corrective and Preventative action. • Lead Auditor for all ISO 9001 Internal audits. • Ensured compliance with all SHERQ standards and regulations. • Managed the contracted security company and ensured effective access control. • Overall contractor management: as per the Construction Regulations. • Managed the pest control and hygiene company. • Managed the Housekeeping Program.

Working period **nuo 2010.09 iki 2011.06**

Company name Norton Saint Gobain Abrasives

You were working at: Other jobs

Occupation SHE Officer

What you did at this job position? • Ensured compliance with Saint-Gobain standards and Legal requirements. • Oversaw the implementation & Management of ISO14001 & Occupational Health & Safety. • Ensured that all relevant documentation were in place and in line with ISO 9001 document and record control procedures. • Managed contractors, including the external contracted security company.

Working period **nuo 2006.05 iki 2010.08**

Company name Rainbow Chicken Farms, Animal Feed

You were working at: Other jobs

Occupation Risk Control/Systems Coordinator

What you did at this job position? • Managed document and record control. • Managed and maintained ISO 9001, ISO 22000, ISO 14001 & OHSAS 18001. • Managed internal audits, non-conformances and management reviews as per ISO requirements. • Prepared monthly and quarterly reports. • Conduct ed Risk Assessments as required. • Ensured compliance to the Environmental Act and ISO 14001 requirements. • Ensured compliance to the Alexander Forbes Risk Management Program.

Working period **nuo 2003.10 iki 2006.03**

Company name Tigerbrands Beverage

You were working at: Other jobs

Occupation Lab Technician & SHE Officer

What you did at this job position? • Oversaw and directed the implementation of GMP and HACCP. • Conducted monthly GMP audits. • Controlled documents and record as per ISO requirements. • Implemented, monitored and controlled ISO 14001. • Initiated and developed systems and database. • Managed non conformances and generated reports and statistics. • Drove EHS, Health and Safety and Security programmes.

## Education

Educational period **nuo 1992.02 iki 1996.06**

Degree Diploma

Educational institution Cape Peninsula University of Technology

Educational qualification ND Food Technology

Educational period **nuo 2006.03 iki 2006.04**

Degree Certificate

Educational institution NOSA Micromega

## Languages

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

## Computer knowledge

Syspro

VIP ESS

QlikView

Dynamix NAV 2017

Zoho Work Platforms

Visio

Adobe

#### Microsoft Office Suite **Recommendations**

JD Edwards Contact person	Mieke Uitterlinden
Oracle (Reports & Purchasing) Occupation	Chief Compliance Officer
SAP (Reports & Purchasing) Company	Excis Compliance
Telephone number	+32 485 69 94 95
Email address	mieke@uitterlinden.be

#### **Additional information**

Your hobbies	Design & Creative Crochet products Feed feral cats
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2000-06-00 (23 years)
Salary you wish	35k - 40 k R per month
How much do you earn now	30k R per month