



# Lumka Ngalimane

Curriculum Vitae (CV)

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

. I am currently based in Hendrina, Mpumalanga, I am a diligent, hardworking person who can work with a team or on an individual basis. I have excellent organizational and communication skills (both written and verbal) as well as in all MS Office applications. I have extensive experience in dealing with people (client and staff members) on a day to day basis. I am a person who excels under pressure and takes pride in my work. I am willing to acquire new knowledge and obtain the required skills to join your company

Preferred occupation	Mining jobs  Administrators Administrative jobs  Customer care agent Administrative jobs  Government jobs Government jobs
Preferred work location	Hendrina Mpumalanga  Middelburg Mpumalanga

## Contacts and general information about me

Gender	Female
Residential location	Hendrina Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2019.01 iki dabar**

Company name Nandi Cleaning Services

You were working at: Supervisors

Occupation Safety Officer

What you did at this job position? Lay out a vision for safety. 2. Lead and model safety excellence. 3. Identify and monitor hazardous situations, often including risk categorization. 4. Minimize hazards and proactively reduce risk in the workplace. 5. Communicate and collaborate about safety and health throughout the organization. 6. Create and track safety-related objectives, metrics, and goals for the organization. 7. Investigate incident or near-misses and lead root cause analysis. 8. Enforce safety standards and processes. 9. Create and share a formal Occupational Health and Safety Policy. 10. Drive employee engagement and meaningful involvement. 11. Act as the representative that can speak to safety and health as needed for the organization. 12. Create, maintain, and improve policies and systems related to safety—all designed to create a culture of continuous improvement. 13. Perform regular patrols, inspections, evaluations, and/or walk-throughs of facilities and/or properties. 14. Conduct toolbox meeting and other ongoing learning opportunities for staff. 15. Ensure all staff—from temp, contract workers to regular employees—have completed necessary training and are equipped for roles. 16. Promote and reinforce safe behaviors across projects and job sites. 17. Take measures to drive accountability for safety. 18. Organize and maintain all safety and compliance-related forms. 19. Drive the development of a data-driven culture that can coach around safety 20. Use emergency authority when needed to stop unsafe behaviors. 21. Contribute to and help lead the project safety council and/or safety committee. 22. Verify, approve and submit injury logs and reports to the government. 23. Review and approve subcontractor plans and safety standards. 24. Conduct job hazard analysis. 25. Interact and respond/communicate with Department of Labor and other governing bodies as it relates to safety and health. 26. Record, investigate, and follow-up/track incidents to determine cause and to handle workers' comp claims. 27. Compile and leverage ongoing data to show "state of safety" and return on safety investments. 28. Manage safety complaints or safety concerns. 29. Identify leading indicators and other metrics for the organization that can be used to support safety, safe practices, and employee engagement in general. 30. Develop and train around your emergency response plan.

Working period **nuo 2016.08 iki 2019.01**

Company name Stan's Stationers

You were working at: Shop assistants

Occupation Typist

What you did at this job position? Typins CVs, scan and emailing, faxing, funeral program design, wedding invitation designs

Working period **nuo 2014.05 iki 2015.01**  
 Company name TFG retail group, STERNS  
 You were working at: Shop assistants  
 Occupation Cashier  
 What you did at this job position? Customer service

**Education**

Educational period **nuo 2008.01 iki 2009.11**  
 Degree Certificate  
 Educational institution CTI College  
 Educational qualification International diploma in IT

Educational period **nuo 2013.05 iki 2013.10**  
 Degree Certificate  
 Educational institution NOSA  
 Educational qualification SAMTRAC

Educational period **nuo 2011.10 iki 2011.11**  
 Degree Certificate  
 Educational institution Clear vision academy  
 Educational qualification Call centre

**Languages**

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

**Computer knowledge**

Microsoft office  
 Emails  
 Typing

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2012-08-00 (12 years)  
 Salary you wish 15000 R per month  
 How much do you earn now 5500 R per month