



# Sakhi Mazibuko

Curriculum Vitae (CV)

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

- Operation and Facilities Manager

- \* Source, compare quotes and verify suppliers' submitted documentation.
- \* Perform due diligence as and when required.
- \* Responsible for preventative maintenance of all equipment.
- \* Generator inspections to ensure sound working order including fuel levels.
- \* Conduct daily inspections of all offices to ensure pro-active attention to minor maintenance issues.
- \* Generate and update maintenance reports and malfunctions.
- \* Ensures corrective action and repairs are undertaken.
- \* Responsible for fleet management
- \* Schedule pre-planned maintenance service with technical team on all equipment
- \* Manage documented service level agreements with suppliers
- \* Schedule Health and Safety team training
- \* Monitors the security contractors service level agreements and ensures that security needs are met.
- \* Coordinates the maintenance and use of pool vehicles.
- \* Attend to maintenance matters in the Pretoria West & Waltloo Archives
- \* Ensures monthly stoke take and replenishment of all office supplies
- \* Coordinates the internal post department.
- \* Coordinates the external delivery services.
- \* Monthly Health and Safety Inspections
- \* Quarterly SHE meetings: ensure building and contractor compliance
- \* Maintenance of electrical transformers.

Preferred occupation

**Operations Clerk**  
Administrative jobs

**Facilities manager**  
Other jobs

Preferred work location

**Newcastle**  
KwaZulu-Natal

## Contacts and general information about me

Day of birth	1980-09-13 (43 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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	<b>nuo 2013.04 iki dabar</b>
Company name	Adams & Adams
You were working at:	Building manager
Occupation	Operations & Facilities Manager
What you did at this job position?	Building maintainer

## Education

Educational period	<b>nuo 2014.10 iki 2016.11</b>
Degree	Certificate
Educational institution	Academy Of York
Educational qualification	Mastery Certificate
I could work	Facilities and Operations Management
Educational period	<b>nuo 2012.01 iki 2012.12</b>
Degree	Certificate
Educational institution	EThekweni School of Welding
Educational qualification	Trade Test Certificate in Boiler-making
I could work	Welder
Educational period	<b>nuo 2010.09 iki 2011.12</b>
Degree	Certificate
Educational institution	Amajuba Nu-Tech FET Collage
Educational qualification	N4 Certificate in Millwright
I could work	Plant
Educational period	<b>nuo 1996.01 iki 2001</b>
Degree	Grade 12 / Matric
Educational institution	St Lewis Bertrand's High School
Educational qualification	Matriculation
I could work	police

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
English	very good	very good	very good
Setswana	good	good	basic

**Computer knowledge**

MS Word  
MS Office  
MS Outlook  
MS Excel  
MS Power Point

**Additional information**

Your hobbies	Weights (Lifting). Movie Reading Swimming
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2004-08-00 (19 years)
Salary you wish	35000 R per month
How much do you earn now	28000 R per month