



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 (44 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.04 iki dabar
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	nuo 2014.10 iki 2016.11
Degree	Certificate
Educational institution	Academy Of York
Educational qualification	Mastery Certificate
I could work	Facilities and Operations Management
Educational period	nuo 2012.01 iki 2012.12
Degree	Certificate
Educational institution	EThekweni School of Welding
Educational qualification	Trade Test Certificate in Boiler-making
I could work	Welder
Educational period	nuo 2010.09 iki 2011.12
Degree	Certificate
Educational institution	Amajuba Nu-Tech FET Collage
Educational qualification	N4 Certificate in Millwright
I could work	Plant
Educational period	nuo 1996.01 iki 2001
Degree	Grade 12 / Matric
Educational institution	St Lewis Bertrand's High School
Educational qualification	Matriculation
I could work	police

Languages

Language	Speaking level	Understanding level	Writing level
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 (20 years)
Salary you wish	35000 R per month
How much do you earn now	28000 R per month