



# Jeremiah Maselela

Curriculum Vitae (CV)

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

## EDUCATIONAL QUALIFICATION

Name of School: Rebanelaka Secondary School

Highest Standard Passed: Grade 11 (1993)

Subject Passed: Venda

English

Afrikaans

Mathematics

Physical science

Biology

Extra mural activities: Singing and Function coordination

Hobbies: Reading

Computer Literacy: Comfortable with the following packages:

Ms Outlook, Ms Word 2007, Excel and PowerPoint, Internet

### OTHER ACTIVITIES

Secretary: (Mabopane Presbyterian Youth Fellowship),

Additional Member: Ubuntu Career Consulting - NPO

Member and Journalist of SPYE magazine (Sand river Prominent Youth Empowerment) - Church Magazine.

### SKILL GAINED

My involvement in youth activities includes dealing with youth problems which requires conflict resolution which I am confident to use in any situation whereas challenges in my community helps me develop team work, interpersonal relations and excellent communication skills.

### EMPLOYMENT HISTORY

1 EMPLOYER: SA Post Office

POSITION HELD: Mail Handler Level 2

PERIOD: July 1996 to 2003

Duties and Responsibilities

Sorting and delivering mails.

2 EMPLOYER: Bokwene Road Maintenance

POSITION HELD: supervisor

PERIOD: October 2003 to December 2006

#### Duties and Responsibilities

Handling all paperwork on site including stock taking, dealing with timesheets, keeping track of the fuel used on site as well maintaining of assets on site as well as machinery and organizing that they be fixed when not operational. Make sure that road it's safe.

3 EMPLOYER: JA Motorcycles

POSITION HELD: Driver

PERIOD: June 2007 to December 2012

#### Duties and Responsibilities

Pickups of Brocken motor bikes and delivering.

4 EMPLOYER: SA Fence and Gate

POSITION HELD: Site Manager

PERIOD: September 2013 till Presence

#### Duties and Responsibilities

Send all Site instructions to Project Manager for evaluation within 12 hours.

Completion of project within time budget.

All SHEQ documentation update as required.

Attend site meetings with client and keep clear record, send minutes to project manager.

Finding solutions to improve production and complete project in time.

Notify project manager of any possible delays.

Lease with H & S officer for SHE requirement and the implementation thereof update progress report.

Updating all site specification documentation (QCP, Project plan, site requisition and recruitment requisition)

Get sign off from client and all samples, QCP's manufacturing, drawings.

Organize and control transport on site.

Clarification of job specification and requirements with client.

## REFERENCES

1 Name: Rudy Strydom

Relationship: Project Manager – fence and gate

Tell: 0832741044

2 Name: Quenelle Burns

Relationship: Safety Officer

Tell: 0760827250

3 Name: David Morwe

Relationship

Tell: 0828020466

#### Contacts and general information about me

Day of birth	1975-07-19 (49 years old)
Gender	Male
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>
CURRICULUM VITAE OF	<a href="#">Sign in</a>

#### MASELELA JEREMIAH Additional information

Salary you wish	R15000 R per month
How much do you earn now	R11000 R per month

#### PERSONAL DETAILS

Surname: Maselela

First Names: Jeremiah

Date of Birth: 19 July 1975

Identity number: 75071953055

Gender: Male

Marital status: Married

Dependent: 4

Physical Address: 1740 Block L

Soshanguve

0152

Nationality: South African

Home Language: Ndebele

Other Language: