

# ITUMELENG REJOICE MOKOENA

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## OBJECTIVE

I am a junior seeking a role which allows me to continue learning and perfecting my skills and experience as I provide high-quality work, and encourages me to flourish in my career and growth.

## EXPERIENCE

### Arjo

6 Dec 2022 – 31 Oct 2023

Quality Regulations & Compliance Yes learner

#### Duties & Responsibilities

Ensuring Quality Regulations are complied with

Ensuring warehousing safety

Handling Customer & business complaints

Internal Audits

Stock Counting & Inventory Management

General office administration

### TMS Industrial Services

1 May 2022 – 1 June 2022

Safety Officer

#### Duties & Responsibilities

Ensuring Occupational Health and Safety Law compliance

Site inspections for Scaffolding & catalyst handling

Ensuring task risk identification (TRIC), Pre-task risk assessment (PTRA) & deviation analysis

Drafting Key Undesirable Events and machinery & equipment checklists;

Submitting Daily & weekly reports;

Participating & enforcing Sasol/Natref lifesaving rules;

Conducting toolbox talks & induction for new employees;

Reduce both occupational incidents frequency and severity level;

Attending Sasol/Natref safety meetings for submission of site findings

### Servest Landscaping

1 Sep 2021 – 30 May 2022

Safety Representative

#### Duties & Responsibilities

General office duties;

General garden maintenance;

Safety Practitioner- Planned task observations;

Pre-task risk assessment;

Potential deviation analysis on machines;

Toolbox talk;

PPE inspection & Issue

## EDUCATION

### **Vaal University of Technology**

**2021**

Safety Management

Diploma

### **Kahobotjha Sakubusha Secondary School**

**2017**

National Senior Certificate

Grade 12

## SKILLS

Computer skills (Ms Word, Excel & Power Point)

Time management

Good communication skills (written and verbal)

## REFERENCE

Danel Rossouw - "Servest Landscaping"

Contracts Manager

0620781108

Tshepang - "TMS Industrial Services"

Manager

071 619 4748

Funi – "Arjo"

QRC Manager

083 978 9206