

CURRICULUM VITAE

Nelspruit

PERSONAL INFORMATION

SURNAME: Venter
NAMES: Jakobus Martinus
DATE OF BIRTH: 4 February 1980
SEX: Male
MARITAL STATUS: Married
HOME LANGUAGE: Afrikaans, English (Speak and Write)
HEALTH: Excellent
CONTACT NUMBER: 065 096 3134
I.D. NUMBER: 800204 5038 08 8
DEPENDANTS: 3

EDUCATIONAL QUALIFICATIONS

SECONDARY EDUCATION

SCHOOL ATTENDED: Technical High School - Klerksdorp
YEAR: 1994 - 1998
HIGHEST STD PASSED: Matric
SUBJECTS PASSED: Afrikaans (HG), English (HG), Mathematics (HG), Science (HG),
Technical Drawings (HG), Technical Civil (HG), Building Construction
(SG)

ACHIEVEMENTS

Forklift Operating Licence (AAB Training) Expired
Business Literacy Certificate (Musica)
Maintenance and use of Nu Matic equipment (Nu Matic International, S.A.F.I.C)
Chainsaw operator training (Nelspruit mowers)

CURRENT STUDIES

First aid level 3 (Thwala)

Diesel trade training (Cleins Training Centre)

COMPUTER LITERACY

Windows XP/7, Linux, MS Word, Excel, Power Point, Outlook, Pastel Accounting, Pastel Payroll, Corel Draw, Licec Opticut, Bimatec CNC Programing, Quick Books, Auto CAD, Networking, Repairs and Maintenance (Hardware), EdgeCam

GENERAL EXPERIENCE

Farming of vegetables and repair of equipment.

Reading and interpreting drawings (Civil, Metal, Flat Glass & Rubber Liners), Metal works, Glass Cutting and processing, Injection moulding (Plastic), Cast moulding (Plastic), Press moulding (Rubber), Production(Plastic, Rubber, Metal & Flat Glass), CNC (Programme, Setting & Operating), Designing Glass Patterns, Building construction, Carpentry, Woodcraft, Plumbing, Tiling, Electrical, Motor mechanic, General Handyman, Computer repairs, health and safety guidelines are followed, Employee relations, supervising and motivating a team of workers; reviewing the performance of subordinates; Employee development and training, Employee grievance procedure, Disciplinary actions as required. Fiberglass privately from Home (Baths & Car Panels)

Basic plumbing installation and maintenance (copper & plastic) – Tile Tec

Basic electrical maintenance (control panels & machinery) – Tile Tec & Hitec, Rosaly Farm

Basic building, plastering & painting – TileTec, Rosaly Farm

Intermediary petrol and diesel motor repairs, maintenance and servicing. – Privately & Hitec

Suspensions, steering and brakes - Private & Hitec

Repairs and maintenance on hydrovein compressor and diesel compressor – Hitec, Rosaly

Panel beating & spray-painting of lightweight motor vehicles and equipment – Hitec

Use of rules, callipers, micrometres and various measuring instruments to inspect and adjust dimensional requirements – Private, Hitec & Rosaly

Basic knowledge of hydraulic systems, schematics, components, drive motors, electrical controls. – Hitec, Rosaly

Basic knowledge of mechanical systems including drive units, differentials, braking systems, reaching mechanisms, steering systems and suspension systems. – Private, Hitec & Rosaly

Repairs and maintenance to two stroke motors – lawnmowers, bush cutters & blowers – Pilgrims

Installation, maintaining and repair to irrigation systems – Pilgrims

Water Pumps installation, wiring and general maintenance: submersible, pressure regulating, centrifugal, high pressure

WELDING

Arc welding, CO₂ welding, tig welding, braising, soldering

EMPLOYMENT HISTORY

PERIOD EMPLOYED: January 2021 – December 2021
EMPLOYER: NELGEAR, Nelspruit (Mbombela) South Africa
POSITION HELD: Motor Vehicle Mechanic

REPAIRED: Various makes and models: Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately on engine and gearbox. Inspect vehicle computer and electronic systems to repair, maintain and upgrade
Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
Schedule future maintenance sessions and advise motorists on good vehicle use

MACHINED: Adapter plates for various use in and around the engine as well as resize parts

WELDING: Co2 and arc welding, brazing and soldering of body panels

ADMINISTRATIVE/GENERAL

Provide accurate estimates (cost, time, effort) for a repair or maintenance job
Contains costs by using warranty; evaluating service and parts options. Keeps supplies ready by inventorying stock; placing orders; verifying receipt
Keep logs on work and issues
Maintain equipment and tools in good condition
Monitor inventory and order new parts when necessary

PERIOD EMPLOYED: 1 February 2016 – December 2020
EMPLOYER: MARS2VENUS (OWN COMPANY) Nelspruit (Mbombela) South Africa
POSITION HELD: Partner

REPAIRED: Various makes of automobiles and models
Tractors and farm implements

: Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately on engine and gearbox. Inspect vehicle computer and electronic systems to repair, maintain and upgrade
Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
Schedule future maintenance sessions and advise motorists on good vehicle use

MACHINED: Adapter plates for various use in and around the engine as well as resize parts

WELDING: Co2 and arc welding, brazing and soldering of body panels
Safety gates, Burglar bars, Steel frames and car ports

ADMINISTRATIVE/GENERAL

Provide accurate estimates (cost, time, effort) for a repair or maintenance job
Contains costs by using warranty; evaluating service and parts options. Keeps supplies ready by inventorying stock; placing orders; verifying receipt
Keep logs on work and issues
Maintain equipment and tools in good condition
Monitor inventory and order new parts when necessary
Meet with clients to better understand their concerns and identify the issue

FARMING:

Produce is grown on a 3-hectare (7 acres) plot. Cauliflower, broccoli, spinach, tomatoes, and beans. Tractor-driven tilling, plowing, and ridging. By hand, plant, weed, and harvest. Pumping water from the nearby river using a portable water pump. Plans for lands and irrigation systems. The repair of farming equipment, including tractors and macadamia nut sorters and sizers.

SANDBLASTING:

Abrasive blasting equipment to remove paint, grease, tar, rust, and dirt.
Silhouettes and words on glass items

Painting, tiling, basic electrical, plumbing, carpentry

PERIOD EMPLOYED:

1 February 2016 – 30 June 2019

EMPLOYER:

MATCH MOTORS, Nelspruit (Mbombela) South Africa (Employer turned to client)

POSITION HELD:

Motor Vehicle Mechanic

REPAIRED:

Various makes and models: Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately on engine and gearbox. Inspect vehicle computer and electronic systems to repair, maintain and upgrade
Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
Schedule future maintenance sessions and advise motorists on good vehicle use

WELDING:

Co2 and arc welding, brazing and soldering of body panels

ADMINISTRATIVE/GENERAL

Provide accurate estimates (cost, time, effort) for a repair or maintenance job
Contains costs by using warranty; evaluating service and parts options. Keeps supplies ready by inventorying stock; placing orders; verifying receipt
Keep logs on work and issues
Monitor inventory and order new parts when necessary
Negotiate prices and terms with suppliers, vendors, or freight forwarders.
Monitor supplier performance to assess ability to meet quality and delivery requirements.
Implement new or improved supply chain processes.
Allocate order to a stock item (vehicle)

PERIOD EMPLOYED: 11 August 2015 – 21 October 2015
EMPLOYER: JAB DRIED FRUIT Nelspruit (Mbombela) South Africa
POSITION HELD: Maintenance

REPAIRED: Maintenance and repair to all mechanical related breakdowns on all equipment and machinery within the factory in accordance with HACCP requirements

WELDING: Co2 and arc welding, brazing.
Building of stainless-steel conveyer belt frames

PERIOD EMPLOYED: 2 December 2013 – 24 April 2015
EMPLOYER: ROSALY BOERDERY Krugersdorp South Africa
POSITION HELD: Maintenance Manager

ADMINISTRATIVE/GENERAL

Implement Preventative Maintenance Program on all packhouse equipment (Conveyors, wrappers, scales) – mechanically and electrical.
Jobs allocated & completed daily / weekly / monthly to PMP.
Scheduled services of equipment to PMP. Maintenance requests logged. Tool inventory monitoring. Planning. Stocking, monitoring of required spares & tools. Packhouse diesel management. Management of wastage of consumables and tools. Maintenance costs vs Budget allocation.

REPAIRED: Trailer & refrigeration unit checks (Of trucks). Tractor, forklift and pallet jacks repair & maintain. Bins repair. Replacement / Improvement of equipment. Incentives Forklift drivers.
Building, plastering & painting buildings. Plumbing installation & maintenance. Electrical Installation & maintenance.

WELDING: Co2 and arc welding, brazing.
Building of stainless-steel conveyer belt frames
Steel frames and cages

LOGISTICS: Daily Truck & trailer checks, Recording fuel usage of vehicles and trailers & maintenance costs on trucks & trailers. Damages to trucks, trailers & forklifts. Workshop stops / Service reminders / Diesel. Monthly driver performance evaluation / driver grading. Monthly forklift driver performance evaluation / driver grading. Organised prepping of orders to be loaded. Orders loaded on time. Orders loaded correctly as per order / instruction & sealed Deliveries to retailers in slot times. Trips done / pallets delivered per day. Comparison of trips sheets vs. tracking / No double trips booked. Turnaround times / Unauthorised stops. Crate, pallet, bin returns ito qty

& Request. Trucks & trailers washed & cleaned. Paperwork returned correctly. Delivery % (order vs actual). Verification of stock ordered vs loaded vs received. Sealing of loads. Monthly driver / lorry boy performance evaluation / driver grading. Monthly despatch team performance evaluation

MISCELLANEOUS

Water procedures & management (Generator & pumps)
Boxes manufactured and targets met

PERIOD EMPLOYED:
EMPLOYER:
POSITION HELD:

1 October 2012 – 30 November 2013
CONTINENTAL ENAMELLING, Kempton Park JHB South Africa
Factory Manager

PRODUCTION:

Sheet metal Plant:
Guillotine Cutting, hydraulic bending press, roller bending press and bench drill press drilling of parts to manufacture chalk boards
Board department:
Sliding table saw, pneumatic nail and rivet tools for manufacturing pin notice boards.

MANAGEMENT:

Stock Management, Raw Material
Supervises activities of subordinates
Develop and administers policies and procedures relating to dispatching/receiving and storage of a variety of equipment, supplies and materials. Communicated with customers. Train new employees in screen-printing process and safety procedures.
Ordered supplies
Worked with customers with grievances
Maintained operational condition of screens and presses.
Screened print electrode material onto substrate used in electronic components.
Conserved resources by using equipment and supplies to accomplish job results without waste.
Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods; Coordinating and controlling the order cycle
Analysing data to monitor performance and plan improvements and demand
Allocating and managing staff resources according to changing needs;
Implementing health and safety procedures
Create policies or procedures for logistics activities.
Plan or implement material flow management systems to meet production requirements. Processing orders. Organizing the dispatch and delivery of goods
Ensuring goods are stored safely and keeping accurate records
Responsible for managing the loading of vehicles, completed stock and load bay areas
Planning and scheduling the delivery of goods
Making sure that project deadlines are met
Negotiating the services of 3rd party carriers, couriers and haulage companies

PERIOD EMPLOYED: 27 July 2011 – 15 November 2011
EMPLOYER: FRIGOGLASS, Johannesburg South Africa
POSITION HELD: CNC Setter/ Programmer

DUTIES: CNC programming, setting and operating of CNC punching machines.
Powder and plastic coating.

PERIOD EMPLOYED: 1 March 2011 – 26 July 2011
EMPLOYER: PILGRIMS LANDSCAPING, Johannesburg South Africa
POSITION HELD: Supervisor

DUTIES: Landscaping and irrigation, assist with layout of gardens.
Mow and edge lawns using power mowers and edger's
Plant seedlings, bulbs, foliage, grass, ground covers and
Trees
Follow planned landscaping designs
Maintain irrigation systems
Install drainage and irrigation systems
Maintain and repair tools and equipment
Use irrigation methods to adjust the amount of water
Consumption and prevent waste

PERIOD EMPLOYED: 14 January 2008 to Feb 2011
EMPLOYER: HITEC MINING RUBBER
POSITION HELD: Factory Manager

DRAWINGS: Draughting, Reading and interpreting drawings to customer specifications

PRODUCTION: Production of rubber impact liners (press moulding) and steel liners.

MANAGEMENT: Quality control, Costing, ensuring that the production is cost effective ,
working out the human and material resources needed , overseeing the
production process, drawing up a production schedule, making sure that
products are produced on time and are of good quality, raw materials
inventory accuracy, detailed instructions, drawings, bills of material,
inspection requirements, utilisation of available equipment, space, facility
and human resource, ensuring that health and safety guidelines are
followed, Employee relations, supervising and motivating a team of
workers; reviewing the performance of subordinates; Employee
development and training, Employee grievance procedure, Disciplinary
actions as required. Customer care, Leasing with suppliers, Problem
Solving

WELDING: Co2 and arc welding: Manufacture moulds for various shape and size liners
Building of heating elements for press

MAINTENANCE: Maintenance and service of machinery.

PERIOD EMPLOYED: 1 September 2006 to 21 December 2007

EMPLOYER: EDGE GLASS

POSITION HELD: Cutting manager

DUTIES: Draughting, Reading and interpreting drawings, CNC Programming, Setting & Operating, optimize cutting on cutting tables, PVB & HPR cutting, Sand blasting and special effects, laser cutting. Problem solving, new designs, Customer care. Corel Draw. Bimatec, Lisec, EdgeCam, health and safety guidelines are followed, Employee relations, supervising and motivating a team of workers; reviewing the performance of subordinates; Employee development and training, Employee grievance procedure, Disciplinary actions as required.

PERIOD EMPLOYED: 17 January 2005 to 31 July 2006

EMPLOYER: TILE-TEC

POSITION HELD: Team manager

DUTIES: Civil Draughting, Reading & interpreting drawings, technical support, Services, Metal Work, Carpentry, Woodcraft, Building, Plumbing, Tiling, Administration, Project Management, Stock control and Stocktaking, health and safety guidelines are followed, Employee relations, supervising and motivating a team of workers; reviewing the performance of subordinates; Employee development and training, Employee grievance procedure, Disciplinary actions as required.

PERIOD EMPLOYED: 2002 -2004 Week-ends only

EMPLOYER: Jason Pillay

POSITION HELD: Technician

DUTIES: Injection & Cast moulding (Plastic products) Maintenance on injection moulders, Testing of machinery,
Setting of machinery

PERIOD EMPLOYED: 01 June 2002 to 29 December 2004

EMPLOYER: S.A.F. I.C

POSITION HELD: Technician and Sales assistant

DUTIES: Technical support, Service and repairs, Administration, Customer service, Stock control and Stocktaking, health and safety guidelines are followed, Employee relations, supervising and motivating a team of workers; reviewing the performance of subordinates; Employee development and training, Employee grievance procedure, Disciplinary actions as required.

PERIOD EMPLOYED: 01 December 2000 to 31 May 2002
EMPLOYER: Super Care Hygiene Service
POSITION HELD: Service co-ordinator

DUTIES: Customer care, Installations, Services and deliveries, health and safety guidelines are followed, Employee relations, supervising and motivating a team of workers; reviewing the performance of subordinates; Employee development and training, Employee grievance procedure, Disciplinary actions as required.

PERIOD EMPLOYED: 01 May 2000 to 30 November 2000
EMPLOYER: Nelsons Fast Food
POSITION HELD: Shareholder, Administration manager

DUTIES: Administration, Payroll and General Improvement of the business, health and safety guidelines are followed, Employee relations, supervising and motivating a team of workers; reviewing the performance of subordinates; Employee development and training, Employee grievance procedure, Disciplinary actions as required.

PERIOD EMPLOYED: 01 February 1999 to 31 April 2000
EMPLOYER: MUSICA - East Rand Mall
Kempton Park
Germiston
POSITION HELD: Sales Assistant to Store Manager

DUTIES: Cashier, Customer service, Data Capturing, Filing, Administration, Staff training, Stock control and Stocktaking

INTERESTS

Motor sport, Music, Computers, Angling, Restoring vintage automobiles

PERSONAL PROFILE:

I am a very hard working and dedicated person, a natural leader. Having an adaptable and outgoing personality, I enjoy working with people and establishing business contacts.

I feel that a positive outlook in life is vital to personal success and I like to know that people are positively influenced by my cheerful and motivated attitude.

One of my greatest strengths is my persistence in problem solving. My motto is "I will persist until I succeed." I enjoy building and developing my personality by overcoming challenges, being eager to gain experience and knowledge. My ambition drives me to climb the ladder and each step fills me with joy and gives me a feeling of accomplishment.

I am confident about my abilities and myself and will be an asset to any company.

REFERENCES

Company: Rosaly Farms	Contact Person: Sander Venema	Number: 083 286 8410
Company: Hitec Mining Rubber	Contact Person: Robbie Neetling	Number: 018 464 3765
Company: Match Motors	Contact Person: Jean Malan Jnr	Number: 072 628 1486