

Nozibuyise Nkushubana

97 14th Avenue, Alexandra, Johannesburg, 2090

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Objective

Motivated and adaptable individual seeking challenging opportunities in plant operations, safety, administration, or customer service, where I can apply my skills and experience to contribute to the success of the organization.

Professional Experience**Fraser Alexander Tailings****Pump Operator (Plant)**

Feb 2024 – Present

- Operate and monitor pump stations. - Responsible for starting and stopping site equipment.

Safety Representative / SHEQ Assistant (Volunteer)

Feb 2024 – Present

- Conduct daily risk assessments and hazard identification. - Lead daily toolbox talks and tool inspections. - Participate in monthly safety committee meetings and safety awareness sessions.

First Aider (Volunteer)

Feb 2024 – Present

- Serve as the first responder on accident scenes.

Otis Elevators (YES Learnership)**Admin Assistant & Customer Agent**

Nov 2020 – Oct 2022

- Handled administrative tasks and customer service calls. - Logged service calls and dispatched technicians. - Served as a Reception Reliever and Switchboard Operator. - Responsible for filing and capturing job cards.

Edenvale Hospital (NYS Internship)**Office Administrator - Infection Control Department**

Nov 2022 – Sept 2023

- Captured data and prepared reports on microbial infections. - Managed billing, notifications, filing, and documentation. - Generated weekly and monthly reports for NHLS and NICD.

Covid-19 Vaccination Site (Edenvale Hospital)**Patient Administrator (Volunteer)**

July 2021 – Oct 2022

- Screened and registered patients. - Verified details and assisted with queuing.

Education & Certifications

Nzululwazi Senior Secondary School

Grade 12, 2010

Hilltop Empowerment Centre

Certificate in Computer Literacy, 2015

Hlomelikusasa (NGO)

First Aid Level 1 & Home-Based Care, 2024

True-Blue Training

First Aid Level 1 (Refresher), 2024

Fraser Alexander Academy

- Occupational Health and Safety Certificate, 2024

- Pump Operator Certificate, 2024

Skills

- Teamwork and collaboration
 - Adaptability and flexibility
 - Strong time management
 - Attention to detail
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References

Mrs. Pinky Gaju

Edenvale Hospital, Infection Control Department (Mentor/Supervisor)

Email: pinki.tsele@gmail.com

Phone: 011 321 6005 / 082 814 5568

Mrs. Onicca Nong

Edenvale Hospital, Covid-19 Vaccination Site (Supervisor)

Email: onicca.nong@gauteng.gov.za

Phone: 011 321 600 / 079 268 6794

Mrs. Bianca

Otis Elevators (Supervisor)

Phone: 011 878 6000

Mr. Rudolph Segabetla

Fraser Alexander Tailings (Senior Pump Operator / Mentor)

Phone: 063 765 1367 / 076 023 1367

Mr. Phuthi Rammutla

Fraser Alexander Tailings (Supervisor)

Phone: 060 956 3274 / 073 408 7658