

CURRICULUM VITAE

RENEILWE LINAH MAENETJA

Please respect the confidentiality of this document.

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EXECUTIVE SUMMARY

I am a determined and hard working individual that can achieve anything I put my mind to. I am very patience and assertive. I am willing to learn and expand my knowledge and work with equal obstinacy independently or in a group. My career objective is to make a valuable contribution to my working environment and to reach the goals set by my employer. Dedication and hard work will lead to success.

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Newtown
Ga-Kgapane
0838

Postal address : PO BOX 4667
Ga-Kgapane
0838

Telephone number : 0762167644

PERSONAL DATA

First names : Reneilwe Linah

Surname : Maenetja

Identity number : 8610290428083

Date of birth : 1986/10/29

Sex : Female

Marital status : Single

Nationality : South African

License : Code C1

Own car : Yes

Language abilities : English, Sesotho, Venda and Sepedi
Speak, read and write

Criminal record : None

Health : Excellent

SECONDARY EDUCATION

Last school attended : St Brendan's Catholic School

Highest standard passed : Grade 12

Subjects passed : Sepedi First Language HG
English Second Language HG
Biology HG
Geography HG
Science SG
Mathematics SG

Year completion : 2003

TERTIARY EDUCATION

- a) **University of Free State (UFS) – B.Sc Agric (2009)**
Major Subjects: **Agricultural Economics**
Food Science
- b) **University of Free State (UFS) – B.Sc Agricultural Economics (Hons) (2009)**
- c) **University of Free State (UFS)- Industrial Quality Management (IQM) (2010)**
- d) **University of South Africa (UNISA) - Basic Total Quality Management (2013)**
- e) **University of South Africa (UNISA) – Training and Development Management Course (2015)**
- f) **University of Free State – Masters in Disaster Management – To be completed in 2017**

Leadership roles : Secretary: LEK-Forum (2010)
President: LEK-Forum (2011)
(LEK-Forum is an organization that links the students and the lecturers)

Extra-mural activities : House Welwitschia Women's Residence:
Third Team: Netball (2005-2008)

Voluntary Work : KOVSGEM MEMBER (2006/2007)
KOVSGEM MEMBER (2007/2008)
(KOVSGEM- Student association involved in charity work)

EMPLOYMENT RECORD:

1. University of the Free State Department Agricultural Economics Bloemfontein

Period : June 2008-December 2011
Position : Junior Researcher and Tutor

Responsibilities

As a research assistant, I worked under experienced senior researchers like Prof Bennie Grove, Nicky Mathews and Henry Jordan. I assisted in collecting data, capturing and statistical analysis of the data and give recommendations to farmers on better decision making.

As a tutor I had the following responsibilities:

Assist students and faculty in all operational and academic functions for 2nd year Agricultural Economics students.

Help students with subject content according to individual strengths.

Assist in development and evaluation of tutoring material and services

Participate in all training and evaluation sessions

2. Peppadew International

Period : January 2012- October 2013
Position : Food Safety System Coordinator

Internal promotion to Food Safety Systems Manager but responsibilities stayed the same.

Period : October 2013 – May 2014
Position : Food Safety Systems Manager
Reason for leaving : New Challenges and better opportunities

Responsibilities

Ensure that the product does not only meet the costumer's satisfaction, but food safety is adhered to at all time from ingredients receiving to final product dispatching.

Departmental goal setting

- Quality systems management
- Internal auditing
- External audits in line with IBL & SABS audits
- HACCP team leadership
- Maintaining the food safety systems
- Managing the corrective action system

- Food safety coordination from receiving- processing- labelling-dispatching
- Staff training from a quality point of view -Induction, GMP, HACCP

3. Gritco (Pty) Ltd

Period : June 2014- June 2015

Position : Quality Officer

Internal promotion to Quality Assurance Manager but responsibilities stayed the same.

Period : July 2015 – Present

Position : QA Manager

RESPONSIBILITIES

- Implementation and maintenance of the FSSC 22000 standards
- Develop safe work procedure according to the OHAS
- External audits in line with SABS audits and Supplier Verification audits
- HACCP team facilitator
- Managing the corrective action system
- Food safety coordinating from raw material intake to dispatching
- Staff training from a quality point of view -Induction, GMP, HACCP
- Handle Customer Complains
- Internal audits coordination
- Maintaining the cleaning and sanitation program
- Managing the QC and oversee product analysis
- Trending and reporting on customer complains to top management
- Foreign Matter Control and Pest Control Management
- Quality analysis of the products and recommendations on the product quality and safety

OTHER SKILLS

SAFOoST : Elected Student Member (2007)

University of the Free State : New Academic Tutorial Program training

University of the Free State : Academic Advising training

SWIFT :HACCP & PRP

Woolworths : Food Safety & Hygiene

SWIFT : FSSC 22000 implementation

ATS : Assessor Training

SGS

: Internal Audit Training

ACHIEVEMENTS

From my working experiences, I learnt to communicate with people of different age groups effectively. I learnt the analytical thinking skills, to identify and solve problems critically. The work environments allowed me to maximize my creativity while paying attention to detail. My interpersonal skills have developed with each position I held, I am emotionally stable, initiative, responsible, motivator and adaptive.

IBL & GFSI (Intermediate Level): Got over 95 % in 2012 & 2013 for the external audit

SABS: Got 100% for the SABS (Food Safety Management Systems) audit I conducted in May 2014

Supplier audits: Got over 85% for the Supplier audits conducted between July 2014 –Nov 2014

Under my leadership on Food Safety System Implementation, Gritco was redeemed FSSC 22000 compliant in November 2016

Won the Environmental PEPSE Award from BKB in December 2015 – For taking the initiative to implement systems that had improved the working environment, community uplifting and people development skills.

COMPUTER LITERACY

Basic computer literacy

MS Office : Advanced knowledge of MS excel and MS word

REFEREES

1. Este'van der Merwe
Research Assistant
University of the Free State
0834540839
2. Heleen Hugo
Systems & Process Control Manager
Peppadew International Pty (Ltd)
0153032161
0829060085
3. Clive Moolman
Operational Manager
Gritco Pty (Ltd)
0518531713
0824997522