

CURRICULUM VITAE	
NATIONALITY	South African
IDENTITY NUMBER	8506140701085
DEMOGRAPHICS	Black Female
LANGUAGES	English, Zulu
CURRENT CTC	R650 000.00 per annum
REQUIRED REMUNERATION	Market-Related
NOTICE PERIOD	One Month
CURRENT LOCATION	Empangeni, Kwa-Zulu Natal (for work), home is Bloemfontein, Free State

CANDIDATE SUMMARY

Thabisile M. Makhetha is a Civil Engineering Technologist by qualification, specializing in Construction Management with experience in managing construction projects as well as mining equipment / yellow machinery. Her passion for people and service delivery further led her to study Project Management as a discipline on its own.

She has managed numerous projects of different complexities ranging from projects that run simultaneously, different subcontractors in one project, labor-intensive projects, as well as joint venture projects involving three or more different companies, merged into one. Managing such projects has enabled her to gain the skill and expertise to manage any type of project's budget successfully to completion.

In dealing with various challenges that come along with any project, she has been able to acquire the following skills, in addition to others: progress monitoring; financial management; project management; communication skills; problem-solving, negotiation, and decision-making skills.

She is deeply passionate about her career, focused, and a diligent hard worker, among other qualities required to lead a team to project completion. She is a flexible professional who is open to opportunities to relocate anywhere in the world.

CAREER HISTORY SUMMARY

DATE	COMPANY	POSITION
Aug 2022 - Current	Leomat Construction (Pty) Ltd	Construction/Mining Site Project Manager
Nov 2020 - Jul 2022	Leomat Construction (Pty) Ltd	Quantity Survey
Aug 2020 - Oct 2020	Leomat Construction (Pty) Ltd	Construction Site Project Manager
Jan 2020 - Jul 2020	Leomat Construction (Pty) Ltd	Construction Site Project Manager
Mar 2019 - Nov 2019	Burma Plant Hire (Raubex)	Mines Project Manager

Apr 2016 - Feb 2019	Leomat Construction (Pty) Ltd	Construction/Mining Project Site Manager
Aug 2012 - Mar 2016	Leomat Construction (Pty) Ltd	Project Manager
Jul 2011 - Jul 2012	Leomat Construction (Pty) Ltd	Project Administrator

EDUCATIONAL QUALIFICATIONS

INSTITUTION	QUALIFICATION	YEAR
Management College of South Africa (MANCOSA)	Postgraduate Diploma in Project Management	2019
Durban University of Technology	Bachelor of Technology: Civil Engineering (Construction Management)	2018
Mangosuthu University of Technology	National Diploma: Civil Engineering	2011

CURRENT STUDIES

INSTITUTION	QUALIFICATION
Management College of South Africa (MANCOSA)	Master of Business Administration

ADDITIONAL COURSES

INSTITUTION	NAME OF COURSE	YEAR
CPD Africa	Estimating, Costing, and Pricing of Construction Tenders and Projects	2018
Enjo Consultants	Conduct Outcomes-based Assessment	2017
Alusani Skills Training	Construction Regulation	2016
DEGO Consultants	Manage Labour Intensive Construction Projects Certificate	2015
NOSA	SAMTRAC – Safety, Health & Environment Management Certificate	2015

COMPUTER LITERACY

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- Rib Buildsmart - Construction Cost Management Software
- Kinetic Electronic Designs Software

PROFESSIONAL MEMBERSHIP

- Project Management Professional, PMP® 3700135 - Project Management Institute (PMI)
- Professional Civil Engineering Technologist, pending application, report submitted, awaiting interview date with Engineering Council of South Africa

EMPLOYMENT HISTORY	
COMPANY NAME	Leomat Construction (Pty) Ltd
TYPE OF FIRM	Construction Company
LOCATION	Richardsbay, Kwa-Zulu Natal
DATES OF EMPLOYMENT	August 2022 - Current
POSITION HELD	Construction/Mining Site Project Manager
REASON FOR BEING IN THE JOB MARKET	Looking for better opportunity closer to Bloemfontein where family is based
<p>KEY DUTIES:</p> <p>Client: Tronox KZN Sand</p> <ul style="list-style-type: none"> • Ensuring effective utilization of personnel, development of personnel through internal training, and identifying additional training needs • Ensuring that disciplinary and grievance procedures are followed • Ensuring that all employees conform to safety and environmental rules and regulations • Compiling and preparing a yearly budget, controlling of budget, and reporting on variances • Compilation of weekly and monthly progress reports for submission to the Client • Monthly quantity measurements • Compilation and submission of payment certificate • Ensuring a sound relationship between the Client and the Company • Ensuring a sound knowledge of new developments and future planning on my site • Ensuring that company assets are being maintained by a planned maintenance schedule and that maintenance is carried out timorously, in conjunction with workshop personnel • Supervised a team of eighty (80) construction machine operators to maintain productivity and quality of work 	

EMPLOYMENT HISTORY	
COMPANY NAME	Leomat Construction (Pty) Ltd
TYPE OF FIRM	Construction Company
LOCATION	Richardsbay, Kwa-Zulu Natal
DATES OF EMPLOYMENT	November 2020 - July 2022
POSITION HELD	Quantity Surveyor/ Project Manager
REASON FOR LEAVING	Transferred to a new site/project within the company
<p>KEY DUTIES:</p> <p>Client: South African National Roads Agency (SANRAL)</p> <ul style="list-style-type: none"> • Managed and coordinated cost, availability, and timely delivery of materials and project schedules for suppliers 	

- Performed measurements for structural works to prepare cost estimates for the project
- Worked with numerous vendors to select and source construction materials.
- Suggested methods of construction, materials, and equipment to use, leading to cost savings
- Worked with approximately ten (10) vendors to select and source construction materials
- Compilation and submission of payment certificate

EMPLOYMENT HISTORY

COMPANY NAME	Leomat Construction (Pty) Ltd
TYPE OF FIRM	Construction Company
LOCATION	Richardsbay, Kwa-Zulu Natal
DATES OF EMPLOYMENT	August 2020 - October 2020
POSITION HELD	Construction Site Manager
REASON FOR LEAVING	Transferred to a new site/project within the company

KEY DUTIES:

Client: Mondi

- Coordinated with site personnel, clients, and local government officials to achieve on-time project delivery
- Collaborated with construction administration consultants to schedule field observations
- Contributed to the construction planning process for the development of the projects
- Supervised team of fifty (50) construction workers to maintain productivity and quality of work
- Communicated daily with vendors to keep the project fully operational.
- Assisted in organizing and overseeing assignments to drive operational excellence
- Implemented systems to improve process efficiency and reduce project duration.
- Reduced costs by streamlining procurement processes to ensure the best prices for materials and services.
- Negotiated labor contracts with temporary workers on-site

EMPLOYMENT HISTORY

COMPANY NAME	Leomat Construction (Pty) Ltd
TYPE OF FIRM	Construction Company
LOCATION	Richardsbay, Kwa-Zulu Natal
DATES OF EMPLOYMENT	January 2020 - July 2020)
POSITION HELD	Construction Site Project Manager
REASON FOR LEAVING	Project completion. Transferred to a new site/project within the company

KEY DUTIES:

Client: Umhlathuze Municipality

- Collaborated with subcontractor agency (Labour Intensive Construction) to complete the project within timeline limitations and budget constraints

- Communicated daily with vendors to keep the project fully operational
- Kept sites compliant with OSHA and local regulations to prevent unnecessary risks
- Monitored subcontractor operations and applied effective time, resource, and money management strategies to deliver under-budget project completion
- Supervised team of forty (40) construction workers to maintain productivity and quality of work
- Verified completed projects met approved time, quality, and cost estimates
- Surveyed sites to determine material needs and accurately manage inventories and budgets
- Kept sites compliant with OSHA and local regulations to prevent unnecessary risks
- Prepared and managed project budgets to accurately track costs and expenses
- Identified and resolved construction issues promptly to prevent delays
- Negotiated labour contracts with a subcontractor
- Compilation and submission of payment certificate

EMPLOYMENT HISTORY

COMPANY NAME	Burma Plant Hire (Raubex)
TYPE OF FIRM	Hire of earthmoving equipment.
LOCATION	Benoni, Gauteng
DATES OF EMPLOYMENT	March 2019 - November 2019
POSITION HELD	Mines Project Manager
REASON FOR LEAVING	Company closed

KEY DUTIES

Client: Rietvlei and Valley Colliery Mines

- Met project deadlines without sacrificing build quality or workplace safety
- Achieved project deadlines by coordinating with contractors to manage performance
- Managed projects from procurement to commission
- Developed and initiated projects, managed costs, and monitored performance
- Increased profits by 34%

EMPLOYMENT HISTORY

COMPANY NAME	Leomat Construction (Pty) Ltd
TYPE OF FIRM	Construction Company
LOCATION	Richardsbay, Kwa-Zulu Natal
DATES OF EMPLOYMENT	Apr 2016 - Feb 2019
POSITION HELD	Construction/ Mining Site Project Manager
REASON FOR LEAVING	Relocation

KEY DUTIES:

Client: Tronox KZN Sand

- Ensuring effective utilization of personnel, development of personnel through internal training, and identifying additional training needs
- Ensuring that disciplinary and grievance procedures are followed
- Ensuring that all employees conform to safety and environmental rules and regulations

- Compiling and preparing a yearly budget, control of the budget, and reporting on variances
- Compilation of weekly and monthly progress reports for submission to the Client
- Monthly quantity measurements
- Compilation and submission of payment certificate
- Ensuring a sound relationship between the Client and the Company
- Ensuring a sound knowledge of new developments and future planning on my site
- Ensuring that company assets are being maintained by the planned maintenance schedule and that maintenance is carried out timorously, in conjunction with workshop personnel
- Supervised team of eighty (80) construction machine operators' workers to maintain productivity and quality of work

EMPLOYMENT HISTORY

COMPANY NAME	Leomat Construction (Pty) Ltd
TYPE OF FIRM	Construction Company
LOCATION	Richardsbay, Kwa-Zulu Natal
DATES OF EMPLOYMENT	August 2012 - March 2016
POSITION HELD	Project Manager
REASON FOR LEAVING	Project completion. Transferred to a new site/project within the company

KEY DUTIES:

Client: KZN Department of Agriculture and Rural Development

- Identified plans and resources required to meet project goals and objectives
- Planned, designed, and scheduled phases for large projects
- Managed projects from procurement to commission
- Met project deadlines without sacrificing build quality or workplace safety
- Completed fifty-four (54) projects over five (5) years, totalling the value of R110 million
- Achieved project deadlines by coordinating with contractors to manage performance
- Developed and initiated projects, managed costs, and monitored performance
- Prepared and submitted project invoices for review and approval by the Client
- Drafted project reports to identify successful outcomes, insights, and future recommendations
- Negotiated and managed third-party contracts (Subcontractors) related to project deliverables
- Provided detailed technical and operational direction in project challenges, consistently meeting deliverables according to deadlines
- Provided detailed project status updates to stakeholders and executive management
- Coordinated material procurement and required services for projects within budget requirements
- Monitored project performance to identify areas of improvement and adjust.
- Developed and implemented strategic project plans to meet business objectives
- Verified quality of deliverables and conformance to specifications before submitting to Clients
- Reported regularly to the Contract Director on project budget, progress, and

technical problems

- Developed and implemented project plans and budgets to ensure successful execution
- Tracked project and team member performance closely to quickly intervene in mistakes or delays.
- Analysed project performance data to identify areas of improvement
- Sourced, vetted, and managed vendors needed to accomplish project goals
- Maintained open communication by presenting regular updates on project status to the Client
- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules, and conflicts

EMPLOYMENT HISTORY

COMPANY NAME	Leomat Construction (Pty) Ltd
TYPE OF FIRM	Construction Company
LOCATION	Richards Bay, Kwa-Zulu Natal
DATES OF EMPLOYMENT	July 2011 - July 2012
POSITION HELD	Project Administrator
REASON FOR LEAVING	Promoted from Project Manager-in-training (Project Administrator) to Project Manager

KEY DUTIES

Client: KZN Department of Agriculture and Rural Development

- Scheduled and facilitated meetings between project stakeholders to discuss deliverables, schedules, and conflicts
- Reported regularly to the Project Manager on project budget, progress, and technical problems
- Sourced, vetted, and managed vendors needed to accomplish project goals.
- Tracked project and team member performance closely to quickly intervene in mistakes or delays
- The first project worked on was Jozini Stock Watering Dams, a million project (2011) consisting of approximately 40 dams in uMhlabuyalingana District
- Analysed project performance data to identify areas of improvement.
- Developed and implemented project plans and budgets to ensure successful execution
- Verified quality of deliverables and conformance to specifications before submitting to Clients
- Maintained open communication by presenting regular updates on project status to the Client
- Monitored project progress, identified risks, and took corrective action as needed
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations
- Proven ability to develop and implement creative solutions to complex problems
- Proven ability to learn quickly and adapt to new situations
- Strengthened communication skills through regular interactions with others
- Adaptable and proficient in learning new concepts quickly and efficiently
- Paid attention to detail while completing assignments