

CURRICULUM VITAE

AMANDA VAN JAARVELD

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Date of birth 25 October 1964

Languages Afrikaans, English (speak, read, write and understand)

EDUCATIONAL QUALIFICATIONS

Highest standard passed **Matriculated:** Afrikaans, English, Typing, Business Economics, Home Economics, Introduction to Criminology and Ethnology and Criminal Law Procedure

TERTIARY EDUCATION

Certificates/courses **Executive Coaching & Facilitation**
Successful Negotiations in Business - – 19-20 May 2011

Afrox

Advanced Manual Metal Arc Welding 4 days Sept 2010
Gas Equipment and Gasses Safety 4 days, Aug 2008
Frontline Management Programme 2005-2006 1 year

University of Pretoria 3 days 2006

Environmental Management Course 5-7 Oct. 2004

Shangoni Management Services (Pty) Ltd.

Principles of ISO 14001 and Environmental Management
System Auditing
Environmental Legislation 14 June 2005
OHSAct training 15 June 2005

Afrox

ISO 14001 Awareness Training Course 19 Feb. 2004
Safety Through Empowerment of people course Aug 2003
Safety Through Empowerment of people facilitator Sept 2003
Change Implementation Workshop.
Lead Safe Training (safety Behaviour)

Skills Training Resources

Education, Training & Development Practitioner Course
20/12/2002

Technikon Vaal Triangle

Advanced Safety, Health, Environment, Risk & Quality
Integration Management – 5 – 9 March 2001

Marcus Evans

Fraud & Corruption in the Private and Public Sector 23-25
May 2001

SGS International Certification Services - ISO 9002
(ISO 9002):
Internal Auditors of Quality System 26-27 Feb. 1997
System Development Course 11-13 June- 1997

Technikon Pretoria
Occupational Hygiene basic measuring techniques course - 3 weeks 1996

PRODUCTION MANAGEMENT INSTITUTE OF SA
Listing. Implementation and Administration ISO 9000 – Feb 1997

NOSA
Auditing Course 1 week 1995
Accident/Incident Investigation 25 April 1994
SAMTRAC (Safety Management Training course) 3 weeks 1993
ITIS (Instructional Techniques in Safety) 1 week 1993
Supervisors Safety training Course 8 May 1992

WC Regional Service Council short courses 1992:
Koeberg Nuclear Emergency Plan, Preparedness & Evacuation, Disaster First Aid & Frisking and decontamination

Eskom
Quality Management Auditing course March 1994
Quality Customer Service – March 1991

EMPLOYMENT HISTORY

Period of employment
Designation

Afrox (Pty) Ltd June 2003 – September 2011

March 2009 – September 2011
Customer Sales Manager

Duties

- Contributing to the regional SHEQ commitment
- Securing of long-term supply agreements with customers
- Ensuring sales and profit growth within the customer, the area and sectors
- Negotiating price increases with the customers/groups above CPI
- Improving customer gross margin
- Managing of debtors days for major customers and as well as for the allocated area
- Ensuring growth in market share
- Managing of assets on customer premises ensuring the required RoA
- Developing and implementing a sales action plan and sector plans for allocated branch major accounts
- Developing a competitor action plan for gaining new business
- Ensuring that Afrox is the preferred supplier for new sites /projects within the customer area

Period in position	Jan 2007 –March 2009
Designation	Sales Specialist – Safety Products
Duties	<ul style="list-style-type: none"> • Grow the PPE sales by sourcing new business • Support existing business through management of exclusive ppe accounts • Support the regional sales force with regards to the technical and commercial aspects of selling PPE. • Train and coach regional staff on PPE • Formulate and implement strategic sales plans to achieve budget • Defend and grow market share by developing and implementing appropriate strategies • Serve customer needs and build positive business/customer relationships • Achieve and exceed sales and profit targets • Evaluate all cost elements to ensure cost savings and improve efficiencies • Do risk assessments for customers to determine what there PPE requirements are.
Period of position	June 2003 – Dec 2006
Designation	Southern Region SHEQ Co-ordinator (WC.EC, NC and Namibia – 23)
Duties	<ul style="list-style-type: none"> • Develop, improve and give guidance with regards to the implement of new SHEQ standards • Maintain NOSA five stars for the region • Carry out internal SHEQ Audits at Branches w.r.t. ISO 9001 and 14001. • Implementing ISO 14001 for the region • Permit to Work and STEP facilitator. • Lead the implementation action of the SHEQ Roadmap initiatives. • Promote BOC Policies across the region in line with direction from centre. • Review SHEQ corrective actions for effective implementation and review CAR and the root causes are identified and implementation in the entire Region. • Participate in company risk assessments, identify gaps and close them. • Cascade safety briefs, lessons from losses, BOC group MIR's and local incidents to the region. • Assist with the investigating of all incidents s in the region.
Name of company	Skills Resources Group
Period of employment	February 2002 – May 2003
Designation	SH&E (Safety Health and Environmental) Specialist
Duties	<ul style="list-style-type: none"> • Compile, develop and present safety health and environmental courses. • Auditing and consulting to clients on the OHSAct, COID Act and relevant Regulations. • Assist companies with compiling and implementing of SHE programmes.
Name of company	Premier Foods

Period of employment November 1999 – January 2002
Designation Regional Risk Control Manager
Duties

- Implementing Risk Control, Health, and Safety Programmes for 13 premises.
- Carried out legal compliance audits according to the OHSAct.
- Investigated, reported and administrated IOD's according to COID Act.
- Manage the Health & Safety and Security Budget.
- Investigations with regards to any irregularities within the company eg. Fraud and theft.

Name of company **BPB Gypsum**

Period of employment October 1996 to October 1998
Designation Occupational Health & Safety and Security Officer
Duties

- Implement and maintain the Health and Safety Programme according to NOSA's Standards.
- Assist with the implementation and maintenance of the Quality Assurance Programme (ISO 9002) and continued auditing of ISO 9002 and Health and Safety programmes.
- General SHEQ duties.

Name of company **ESKOM Koeberg**

Period of employment March 1990 to October 1996
Designation Senior Clerk / Assistant Safety Officer
Duties

- Manage SHEQ promotion programming. Seminars, Awards functions etc.
- Conduct annual Health and Safety audits for safety achievements.
- General Secretarial duties. Carried out SHQ audits.

Name of company **South African Police Service**

Period of employment January 1983 to February 1990
Designation Clerk
Duties General office duties.

Leisure time Hiking, jogging, bird watching and outdoor life. Cooking
Entertaining friends.

References R. Henning
Regional SHEQ Manager for Afrox
Cell 082 467 7121
S. Vorster
Risk Control Director, Genfood
Cell 082 851 3774