**Etienne Pretorius**Pinetown, KZN

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**PROFESSIONAL SUMMARY**

I have a strong track record of success delivering strategic improvements and operational efficiencies that drive business growth. In leadership roles, I’ve managed multiple factories, optimized HR systems, and implemented process controls that resulted in significant cost savings and increased production capacity. My ability to navigate complex business environments and lead cross-functional teams to achieve strategic objectives has been a key factor in my success.

I have effectively integrated innovative technologies into business processes, which has been supported by my experience developing and executing comprehensive business plans, regulatory documentation, and strategic proposals. These skills have been critical in aligning business operations with both growth and compliance.

My skills span across various domains such as regulatory compliance, business management, and project management—managing projects up to R4 million at PPG Industries and R1 million at Valspar. I’ve successfully handled responsibilities in lean manufacturing, inventory management, and production forecasting, working with large-scale financial and stock control measures.

These accomplishments, along with my proficiency in key business tools such as Microsoft Excel, position me as an asset for roles that require leadership, strategic insight, business analysis and operational expertise.

**SKILLS AND COMPETENCIES**

1. **Management and Compliance Skills**

|  |  |  |
| --- | --- | --- |
| * Organisational Advancement | * Performance Management | * Ensured regulatory compliance |
| * Change Management | * Compiled regulatory documentation |  |

1. **Strategic and Business Management Skills**

|  |  |  |
| --- | --- | --- |
| * Business Strategy | * Business Management | * Stakeholder Management |
| * Comprehensive business plans | * Compiled strategic proposals |  |

1. **Financial and Analytical Skills**

|  |  |  |
| --- | --- | --- |
| * Budgeting and Forecasting | * Analytical techniques and research | * Financial Analysis |
| * Business Analysis | * Organisational Advancement | * Achieving cost reductions and capacity increases |

1. **Operational Excellence**

|  |  |  |
| --- | --- | --- |
| * Operational Management | * Lean Manufacturing | * Production Management |
| * Inventory Management | * Managed multiple factories | * Implemented process controls |
| * Streamlined HR systems | * Achieved significant cost savings | * Increased production capacity |

1. **Technical and Analytical Tools**

|  |  |  |
| --- | --- | --- |
| * Data Analysis | * SQL (Basics) | * Microsoft Products |
| * Generative AI | * Certified in Generative AI and Responsible AI principles | * Driving forward thinking solutions |
| * Analytical techniques and research | * Ensured regulatory adherence | * Perform strategic analysis |

1. **Project Management Skills**

|  |  |  |
| --- | --- | --- |
| * Managed projects up to R4 million | * Improving manufacturing and operational processes |  |

These skills and competencies have positioned me as an ideal candidate for leadership roles such as Managing Director, Operations Manager, or Contracts Manager, particularly in organisations seeking to achieve operational excellence and drive innovative growth.

**WORK EXPERIENCE**

**Freelance Technical Writer [January 2017 – Present (7 years 5 months)]**

1. **Key Responsibilities**

|  |  |
| --- | --- |
| Technical Writing | Technical Documentation, Information Structuring, Research Skills, Knowledge of Technical Tools |
| Academic Writing | Critical Thinking, Citation and Formatting, Subject Matter Expertise, Peer Review, Referencing Systems |
| Business Writing | Business Communication, Marketing Materials, Strategic Thinking, Data Interpretation |
| Legal Writing | Legal Research, Drafting Legal Documents, Attention to Detail, Confidentiality |
| Copywriting | SEO Knowledge, Persuasive Writing, Brand Voice, Content Strategy |
| Ghost-writing | Adaptability, Interviewing Skills, Discretion, Versatility |

1. **Achievements**

|  |  |
| --- | --- |
| Sample of Portfolio | <https://drive.google.com/drive/folders/1f0tbyTqxU1NorfeLVSp0Cydsm8QtU6KL?usp=drive_link> |

**Head Of Human Resources - PBC GROUP (PTY) LTD [January 2018 - Present (7 years 5 months)]**

1. **Key Responsibilities**

|  |  |
| --- | --- |
| Compliance | Regulatory and legal |
| Strategic Management and Analysis | Strategic, business, financial analysis; business and change management, and organisational advancement |
| Process and Operations Management | Process and project management and outsourcing |
| Financial Management and Reporting | Financial reporting and analytical skills |
| Stakeholder and Relationship Management |  |
| Human Resources Management | Managing and maintaining efficient HR systems, HR audits, handling employee relations to maintain a positive work environment, ensuring compliance with employment laws and regulations, managing HR budgets effectively |
| Talent Management and Staffing | Assessing and determining staffing requirements, managing the end-to-end recruitment process to attract top talent |
| Training and Development | Creating and implementing effective training programs, designing and conducting orientation programs for new employees |
| Compensation and Benefits | Developing competitive compensation plans, implementing employee wellness initiatives to promote health and well-being |
| Performance Management and Organisational Design | Overseeing employee performance evaluation and management, structuring the organisation to enhance efficiency and support business goals |
| Employee Reward and Discipline | Developing and managing reward systems to recognise employee contributions, implementing disciplinary procedures to maintain workplace standards and compliance |

1. **Achievements**

|  |  |
| --- | --- |
| Audits | Client HR audits for 95% of retainer clients |
| Industrial Relations | Disciplinary hearings with 100% success rate at CCMA applications |
| Talent Management | Client talent management for all retainer clients |
| Human Resource Management | HR service for clients between 10 employees, ≥ 400 employees |
| Drafting | * Draft contracts for attorney clients * Draft court papers for attorney clients * Business consultation to attorney clients |

**SENIOR MANUFACTURING MANAGER - PPG INDUSTRIES [February 2016 - March 2018 (2 years 2 months)]**

1. **Key Responsibilities**

|  |  |
| --- | --- |
| Budget Management | * Operations expenditure, inventory control |
| Team Management | * Production, quality control, quality assurance, safety health and environment, maintenance, warehouse, process control, projects, stock control |
| Production Forecasting | * Production, raw materials, demand |

1. **Achievements**

|  |  |
| --- | --- |
| Operational Management and Efficiency | * Managed 4 factories with 6 managers overseeing production, maintenance, inventory, warehouse, safety health & environment, quality assurance, and quality control * Reduced operational budget (operations expenditure) by R10 million (~14.25% savings year-on-year) * Factories producing > 34,000 kilolitres per annum, with a warehouse valued > R70 million |
| Production and Capacity Enhancement | * Increased manufacturing capacity by 25% annually * Improved Overall Equipment Effectiveness (OEE) by 25% |
| Quality and Process Improvement | * Improved first-time right quality by 75% * Implemented process controls to enhance operational efficiency * Implemented hygiene controls in the waterbase factory * Reduced reject rate < 1% * Improved first time right to > 70% |
| Resource and Maintenance Management | * Successfully outsourced maintenance, optimizing resource utilization |
| Projects | * Installation of new substation > R4 million * Refurbishment of multiple transformers > R1 million * Commission multiple DeVree filling machines > R1 million * Total hygiene clean of entire waterbase factory including commercial demand planning * Rewrite all Standard Operating Procedures * Implement cost control system * Improve stock take system * Implement Overall Equipment Effectiveness (OEE) controls * Implement and employ for process control system * Restructure Operations organogram |

**HEAD OF HUMAN RESOURCES - EPIC HR [January 2006 - April 2016 (10 years 4 months)]**

1. **Key Responsibilities:**

|  |  |
| --- | --- |
| Human Resources Management | * Managing and maintaining efficient HR systems * Handling employee relations to maintain a positive work environment. * Ensuring compliance with employment laws and regulations * Managing HR budgets effectively |
| Training and Development | * Creating and implementing effective training programs * Designing and conducting orientation programs for new employees |
| Performance Management and Organisational Design | * Overseeing employee performance evaluation and management * Structuring the organisation to enhance efficiency and support business goals |
| Employee Reward and Discipline | * Developing and managing reward systems to recognise employee contributions * Implementing disciplinary procedures to maintain workplace standards and compliance |

1. **Achievements**

|  |  |
| --- | --- |
| Audits | Client HR audits for 95% of retainer clients |
| Industrial Relations | Disciplinary hearings with 100% success rate at CCMA applications |
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**INVENTORY CONTROL MANAGER - VALSPAR [July 2012 - February 2016 (3 years 8 months)]**

1. **Key Responsibilities**

|  |  |
| --- | --- |
| Inventory Control | * distressed inventory, * aging inventory, * kanban delivery, * rework schedule, * dump schedule, * warehouse management, * logistics |

1. **Achievements**

|  |  |
| --- | --- |
| Operational Management and Efficiency | * Managed inventory for three factories producing > 12,000 kilolitres per annum * Overseeing a warehouse valued at R68 million |

**FACTORY MANAGER - VALSPAR [April 2007 - July 2012 (5 years 4 months)]**

1. **Key Responsibilities**

|  |  |
| --- | --- |
| Team management | * Production * Planning |

1. **Achievements**

|  |  |
| --- | --- |
| Operational Management and Efficiency | * Managed three factories * Factories producing > 12,000 kilolitres per annum, with a warehouse valued at R68 million |

**FACTORY MANAGER - CHEMICAL SPECIALITIES [June 2002 - January 2006 (3 years 8 months)]**

1. **Key Responsibilities**

|  |  |
| --- | --- |
| Site management | * multiple locations, * inventory management, * warehouse management, * logistics, * team management |

1. **Achievements**

|  |  |
| --- | --- |
| Operational Management and Efficiency | * Managed three factories with each at a separate location * Managed warehouses, maintenance, projects, planning, procurement, capital expenditure, operations expenditure * Commissioned three horizontal peg mills > R1.5 million, one vertical mill, one mixer, a 10 station filling ramp and mixers, an semi-automated resin bulk supply |

**PRODUCTION CONTROLLER - BARLOWORLD COATINGS SA (PTY) LTD [January 1993 - June 2002 (9 years 6 months)]**

**EDUCATION QUALIFICATIONS**

1. Master of Business Administration (MBA), Henley Business School (2010)
2. Bachelor of Laws (LLB), University of South Africa (2020)
3. Bachelor of Technology (BTech), Production Management, Durban University of Technology (2002)
4. Higher National Diploma, Production Management, Natal Technikon (1998)
5. Matric, New Forest High School (1988)

**CERTIFICATIONS & ACCREDITATIONS**

1. TEFL, TEFL Universal (In progress, June 2024)
2. Generative AI Fundamentals, Google Cloud (October 2023)
3. Responsible AI, Google Cloud (October 2023)
4. Applying AI Principles, Google Cloud (October 2023)
5. Introduction to Large Language Models, Google Cloud (June 2023)
6. Managing Project Stakeholders, LinkedIn (June 2022)