



HARDUS MYBURGH

About Me

I am a very active, outdoorsy person, whether it's hiking in the woods or jogging on the beach. As long as I'm with my family and dogs, it's guaranteed to be a great day. Unfortunately, the weather isn't always on our side, especially here in Cape Town. On those occasions, we either enjoy a fun night of board games or have a lazy evening with popcorn and movies.



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hrdsmyburgh@gmail.com



Western Cape, Cape Town Region

LANGUAGE

- English-Speak, Read, Write
- Afrikaans-Speak, Read, Write

EXPERTISE

- Proficiency in Java, C++, C#, HTML, Microsoft Office, Word and Excel,
- Administrative skills
- Problem solving skills
- Critical Thinking
- Leadership

EXPERIENCE

Senior Retail dispatch officer Epping Industrial Dec 2017 - current

- Ensured strict adherence to operational procedures within the Retail and Wholesale department, focusing on compliance and efficiency.
- Managed risk by overseeing cash handling, implementing and monitoring procedures, and addressing discrepancies.
- Oversaw and maintained all administrative functions, ensuring accuracy and alignment with audit requirements.
- Reviewed and optimized cash operation processes to enhance efficiency and effectiveness.
- Provided leadership and guidance to employees, fostering a productive and motivated team environment.
- Supervised a team of RDOs, ensuring secure, accurate, and timely dispatch and receipt of money, while maintaining rigorous adherence to operational standards.

Plant Manager at Global Construction Scottsdene and Belhar April 2017 - Nov 2017

- Managing a team of eight, ensuring that material and tools are dispatched, and returned in a working condition.
- Liaising with Sites to ensure that required stock levels were maintained.
- Liaising directly with Suppliers in case of emergency orders.
- Ensuring that all tools' service schedules were adhered to.

EXPERIENCE

**Operational Administrator at
Global Construction
Scottsdene, Kraaifontein
Sept 2016 - March 2017**

- In charge of the Company fleet
Ensuring that:
 - Log books were kept up to date
 - Fines were paid
 - Maintained the service schedule of the vehicles
 - Kept the fleet in a roadworthy condition at all times
- Controlled all the electronic assets by:
 - the implementing of procedures
 - sent faulty devices for repairs
 - setting up Policies and Procedures for the use of these assets.
- Support the Operational manager in handing out of warnings, hearings, and dismissals.

**Supervisor
(Global Construction)
Scottsdene, Kraaifontein
May 2016- Aug 2016**

- Supervising a team of 12, ensuring they complete the tasks set out for the day.
- Handling of all keys on site. This includes handing out and collection of the keys. Ensuring that all the keys are correctly numbered and dealing with any issues that may arise concerning the keys. As well as coordinating a team of 20 members, responsible for the keys on a daily basis.

EDUCATION

North West University

B.sc IT at NWU
Currently in my second year of studies.
2024

University of the Free State

B.com HR Management
2015

Fichardt Park High School

Grade 12
2008

REFERENCES

**Tammy v.d. Westhuizen : HOD
Processing - SBV
: 072 819 9491**

**Natalie Lambrecht-Vertue: Manager -
Global Construction
: 074 122 1904**