**Gideon de Vos | Health and Safety Co-ordinator &**

**Service Supervisor**

**Location: Johannesburg**

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Professional profile

I am a highly qualified Health and Safety Professional that ensures only the best correspondence of my company with the laws and regulations set out in the Occupational Health and Safety Act. I am very well spoken and have the ability to lead, thus am a Supervisor who oversees that our employees are doing work till their fullest and also ensuring good client relations.

I have been working since 2014 and have been doing all my studies through correspondence. I have a tendency to want to increase my knowledge at all times, thus will also be looking to further my studies. I studied Bachelors of Accounting for 2 years at The University of Johannesburg and decided that I would rather do something which I see myself doing to its fullest. I finished my N4 Light Current Electrical Engineering in 2016 and received my Certificate. I did my NEBOSH International General Certificate in 2017 as I see myself in the Health and Safety Industry going forward. Through this, my company made me their Health and Safety Co-ordinator and have been completing all our Health and Safety needs.

I did FESTO’s Basic Pneumatics in order to be able to do PLC courses in the near future. I did Risk Management through DEKRA and also finished my First Aid course.

Career summary

**2016 - Present Optimal Control Systems, Johannesburg**

**Service Technician supervisor & Health and Safety Co-ordinator**

*Outline*

I am responsible for driving forward and implementing the company’s SHEQ strategy in accordance with the highest ethical guidelines and corporate policies. I also review all current policies and procedures to ensure we comply with the law and manage all aspects of Health, Safety, Environment and Quality. I have strong leadership skills and am experienced in supervising service technicians and work on a strategic level building relationships to influence decisions. I also specialize in Building Management Systems where I need to make sure our systems work accordingly and that they correspond with client’s needs. I have excellent interpersonal skills and have built positive relationships with internal and external stakeholders. My ability to solve problems enables me to have a logical and proportionate approach to react in a changing environment with fluctuating demands on the service. I am accomplished at co-ordinating an immediate response; giving consideration to the consequence’s and impact on the public and reputation of the service. I am dedicated and committed to improving standards and meeting targets and I work well using my own initiative. I am a meticulous planner and have good project management skills. I am fully computer literate and use the following packages on a daily basis: Excel, Word and Powerpoint.

*Key responsibilities*

* Responsible for ensuring our company complies with all Health and Safety laws and regulations
* Responsible for ensuring SHE Files are completed and are corresponding with requirements of the laws and regulations
* Project Management for our Construction Sites
* Supervising of our staff on various sites
* Client relations and brand ambassadorship
* Working on Building Management Systems
* Administration

*Key achievements/projects*

* Creating Safety Files for clients such as; ABSA, Standard Bank, Reserve Bank, Dimension Data and more professional client’s.
* I am responsible for running our companies Building Management Systems for the above mentioned.
* Responsible for project management on our construction sites.

*Key achievements/projects*

* I can manage all aspects of health and safety including the implementation of new management systems and have the skills to identify training gaps and train staff.
* Familiar with delivering safety management within a large diverse organisation.
* A quick learner who is open to new ideas and change.
* Ability to work both as a lone individual and as part of a team.
* Delivering presentations to professional audiences and members of the public.
* Influencing and facilitating at all levels within an organisation.
* Methodical in attitude and always following through, even for small matters.

**Dec 2014 & Dec 2015 KPMG, Johannesburg**

**Accounting vacation worker**

Education & qualifications

* **NEBOSH International General Certificate**
* **N4, Light current Electrical Engineering Certificate –** Engineering Academy – 2015
  + *Subjects passed:*

Mathematics, Industrial Electronics, Electro Techniques, Engineering Science

* **Bachelors of Accounting –** University of Johannesburg – 2013-2014
  + *Subjects passed:*

Business Mathematics 100, Economics 100, financial management 200

Introduction to Law 100, Business Management 100, History of Accounting - 100

Accounting studies 200, Informatics 100, Governance and citizenship 200, Commercial law 100

* **FESTO** – Basic Pneumatics Course
* **DEKRA** - Risk Management
* **Basic First Aid**

* **Matric, Grade 12 –** High school Kempton Park – 2012

References available on request