|  |  |  |
| --- | --- | --- |
|  |  | nur rakiep  Head of Maintenance |
| Information  * Cape Town – South Africa * South African * English, Afrikaans * Non smoker – No tattoes * [Nur.rakiep79@gmail.com](mailto:Nur.rakiep79@gmail.com) * +27 73 918 7080  SKILL SUMMARY  * Equipment inspection and repairs * Purchasing and replenishing * Resource allocation * Scheduling maintenance downtime * Team management * Problem solving abilities * Planning, managing and controlling maintenance budgets * Ability to adapt quickly in response to changing circumstances and environments * Highly self-motivated  Information  * Cape Town – South Africa * South African * English, Afrikaans * Non smoker – No tattoes * [Nur.rakiep79@gmail.com](mailto:Nur.rakiep79@gmail.com) * +27 73 918 7080  SKILL SUMMARY  * Equipment inspection and repairs * Purchasing and replenishing * Resource allocation * Scheduling maintenance downtime * Team management * Problem solving abilities * Planning, managing and controlling maintenance budgets * Ability to adapt quickly in response to changing circumstances and enviroments * Highly self-motivated |  | OBJECTIVEPROFESSIONAL PROFILE Seasoned Maintenance Manager with over 10 years of experience in facilities management. Highly organized and dependable, with a proven track record of managing multiple priorities efficiently and maintaining a positive attitude. Demonstrated expertise in safety management and performance optimization, coupled with a dedication to delivering top-quality service.  Renowned for delivering comprehensive training and mentoring to enhance team capabilities and improve work quality. A proactive problem solver who collaborates effectively with teams to identify and implement process improvements. Recognized for exceptional performance and a consistent history of meeting stringent targets and deadlines.  Driven by a strong work ethic and a passion for excellence, I am committed to providing first-class results and consistently exceeding expectations. Work experience: **Department of International Relations and Co operations Maintenance Officer**  2010–2022   * Responsible for all South African Government Properties * Responsible for all repairs on properties namely gas appliances, water storage equipment, plumbing, electricity DB boxes and all wiring pertaining to the properties * Sourcing of best quality materials at reasonable prices * Repaired minor and major plumbing, gas and electric problems eg. clogged drains, plunging toilets, and repairing leaky spigots and faucets, fault finding on wiring, leaking gas appliances * Perform miscellaneous minor repairs such as tightening loose toilet seats, changing light bulbs, and patching holes in walls * Perform preventative maintenance on tools and equipment, including cleaning and lubrication; Follow all corporate safety and security policies and procedures * Report maintenance problems, safety hazards, accidents or injuries and complete safety training and certifications * Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect corporate assets * Welcome and acknowledge all guests according to government standards and protocol, anticipate and address guests’ service needs, and assist individuals with disabilities * Ensure adherence to quality expectations and standards * Visually inspect tools, equipment and machines * Planned incentive programs to maximize employee performance. * Scheduled both internal and external works, maximizing planned down time and reducing unplanned downtime.   Tracked departmental costs and expenditures to meet budgetary goals.  **Department of Community Safety**  **Liaison Officer**  2004–2009   * Acting Deputy Director answering all Parliamentary Questions posed to the Department on a weekly basis, this entails liaising with Directorates and compiling the drafts and edits * Answered calls and emails efficiently, recording accurate messages and swiftly following up on enquires. * Handled daily office activities, including data entry and database auditing, maintaining smooth operations. * Maintained manual and electronic filing and information systems, ensuring readily available and accurate data. * Forwarded letters, packages and other incoming correspondence to staff and departments without delays. * Prepared expense reports accurately and forwarded to accounting for approval and processing. * Worked as part of administrative team, identifying and suggesting improvements to internal administration processes and systems. * Meet with Department of the Premier regarding our Departments requests. * Offered high levels of administrative support to managers, ensuring smooth running of company operations. * Reconciled and kept safe small amounts of petty cash in line with financial regulations.   Operated copy equipment, printers and other office machines to support staff with administrative ad hoc tasks.  **Ogilvy Mather Righfords Searle - Tripp and Makin**  **Co-editor**  1999–2001   * Watched local, national and international television advertisement to stay abreast with current graphics and fott. * Ensure that there wording programs are available for editing * Compiling of advertisements for viewing by Directors. * Examined articles to determine flow and structure, aligning with publication standards.   Gathered feedback from editorial team to enhance editing quality and produce zero errors EDUCATION HISTORYPLACE OF EDUCATION **Open University London**  2017 – current (online)  Currently studying Renewable engineering, received one of the highest marks at the University for 2 consecutive years. My coursework majors are Gas, Electrical and Water Renewable Engineering. PLACE OF EDUCATIONChef Academy Roma 2013 - 2014  Studied Pastry cheffing as I have a passion for food and quality INTERESTS Repairing and rebuilding automobiles and appliances, travelling and discovering new countries, cultures and meeting people.  Outdoor pursuits: Deep sea water diving, Hiking REFERENCESREFEREE 1 DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION  HIGH COMMISSIONER NOMATEMBA TAMBO  [Tembitambo@yahoo.com](mailto:Tembitambo@yahoo.com)  +27 72 554 3788 REFEREE 2 DEPARTMENT OF COMMUNITY SAFETY (MINISTRY)  Ms JEAN KOU  [Jeankou101@icloud.com](mailto:Jeankou101@icloud.com)  +27 81 253 7869 REFEREE 3 DEPARTMENT OF COMMUNITY SAFETY (STATEGIC SERVICES AND COMMUNICATIONS)  Ms ANSAAF MOHAMED  [Ansaaf.mohamed@westerncape.gov.za](mailto:Ansaaf.mohamed@westerncape.gov.za)  +27 82 775 8770 |