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|  |  | nur rakiepHead of Maintenance |
| Information* Cape Town – South Africa
* South African
* English, Afrikaans
* Non smoker – No tattoes
* 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

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 |  | 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 errorsEDUCATION 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 - 2014Studied Pastry cheffing as I have a passion for food and qualityINTERESTSRepairing and rebuilding automobiles and appliances, travelling and discovering new countries, cultures and meeting people. Outdoor pursuits: Deep sea water diving, HikingREFERENCESREFEREE 1DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATIONHIGH COMMISSIONER NOMATEMBA TAMBOTembitambo@yahoo.com+27 72 554 3788REFEREE 2DEPARTMENT OF COMMUNITY SAFETY (MINISTRY)Ms JEAN KOUJeankou101@icloud.com+27 81 253 7869REFEREE 3DEPARTMENT OF COMMUNITY SAFETY (STATEGIC SERVICES AND COMMUNICATIONS)Ms ANSAAF MOHAMEDAnsaaf.mohamed@westerncape.gov.za+27 82 775 8770 |