

**CURRICULUM VITAE
OF
NONKULULEKO NONTOKOZO MAKHUBU**

PERSONAL INFORMATION

Surname: Makhubu
First names: Nonkululeko Nontokozo Bongi
Nickname: Nkule
Title: Miss
Date of birth: 1989-07-08
Identity number: 8907080329087
Nationality: South African citizen
Marital status: Single
Health: Excellent
Drivers license: Yes (code 8b)
Drivers license Number: 40190001S4HD
Criminal record: None

CONTACT DETAILS

Residential Address:
Unit 44 Simoveiw Complex
Cnr Parrot and Tortelduif Street
Helikon Park
Randfontein
1759

Email address: ntokozo9403@gmail.com
Telephone number: (017) 8195752
Mobile number: 0724377621

LANGUAGE PROFICIENCY

<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>
ENGLISH	Excellent	Excellent	Excellent
ZULU	Excellent	Fair	Fair
AFRIKAANS	Excellent	Excellent	Excellent

ACADEMIC BACKGROUND

High school attended: Ligbron Academy of Technology
Highest grade passed: Grade 12
Year passed: 2007

Post Matric:

1. Institution: Vaal University of Technology
Course: N. Dip. Biotechnology
Period: 2012

Subjects Passed:

- Chemistry I
- Computer skills
- Sanitation, Safety and Hygiene
- Microbiology I
- Calculations and statistics
- Analytical Chemistry
- Biochemistry
- Disease and Immune Response II
- Microbiology II
- Entrepreneurship
- Communications II
- Microbial Biochemistry II
- Microbiology III
- Fermentation Technology II
- Process Technology and Management
- Bioprocessing III
- Analytical Biochemistry III
- Food Microbiology III

Courses Completed

- 1. Course:** Laboratory Systems Course based on ISO 17025
Period: April 2013
Institution: SANAS
- 2. Course:** Role Profile Writing Workshop
Period: September 2014
Institution: Deloitte
- 3. Course:** Leco Tru-spec Front line Maintenance and daily set-up Training Course
Period: July 2013
Institution: Leco Africa (PTY) Limited
- 4. Course:** Introduction Production: Operations Management
Period: Present
Institution: Intec
- 5. Course:** Programme in Total Quality Management
Period: Present
Institution: Unisa

SKILLS AND KEY COMPETENCIES

Laboratory Skills:

- Aseptic Techniques, Microscope, Autoclaves, Media Preparation, titration and Swabs.
- Mycotoxin testing including Don, Zearalenone, Fumonisin and Aflatoxin.
- Tru-Spec Protein Determination
- UPLC And HPLC
- Titrino Acid pH and Salt Determination
- Acid Hydrolysis and Soxhlet Oil Extractor
- LIMS and Flow centric
- SAP
- Maintenance and repair of broken and faulty equipment
- TA.XT*plus* Texture Analyser
- Spectrophotometer (Hunter Lab ColorFlex EZ)
- FFA,PV,Iodine value on sunflower oil, palm oil and baking fat

Competencies:

- Attention to detail
- Communication skills- verbal and written
- Data collection, management and analysis
- Planning and organization
- Judgement and decision making
- Teamwork and customer service orientation
- Reliable and hard working

WORK EXPERIENCE

1. Wilmar Edible Oils and Fats

Position: Lab Analyst

Period: October 2015-present

Main Duties performed:

- Daily Calibration of scales and equipment.
- FFA, peroxide value, moisture, soap and iodine value testing on crude, refined and final packed oil products.
- Line inspection of final packed oil products
- Salt, acid and pH determination on Mayonnaise and Dips.
- Protein testing (Leco), Fat, moisture and urease test on incoming soya beans and sunflower trucks and outgoing soya oil cake trucks.
- FFA, peroxide, moisture, iodine value, SFC and SMP analysis on oil phases utilized in the production of margarine and shortening.
- FFA, peroxide, moisture, iodine value, SFC and SMP analysis on final packed product for margarine and shortening.
- Texture analysis on shortening and margarine using penetrator.
- Identifying out of specification products, issuing of non-conformance reports and communicating the results to the relevant departments.

- Issuing of COAs for products and upon request from the customer.
- Responsible for daily, weekly and monthly reports for products tested.
- Fatty acid composition by GC
- Determination of color of oils by Lovibond tintometer
- Operating testing equipment with respect to the work instruction for equipment operation and requirements on related testing method.
- Assuring the integrity, quality, security, handling and storing of the testing samples, including their identification, before, during and after the testing until the retention time has expired.
- Assist with documentation changes to existing procedures and drafting of SOPS on new equipment.
- Sample preparation for external testing and ensuring all paperwork is submitted.
- Ensure that lab cleanliness and safety standards are maintained.
- End of shelf life evaluation of products.
- Stock count, issuing and receiving on SAP.
- Working on a financial software system (SAP) for stock take purposes and issuing of chemicals and consumables.
- Responsible for arranging and conducting round robins to obtain data for calibration of instruments and to verify internal results.
- Job observations

2. **Foodcorp Grocery Division**

Position: Laboratory Analyst

Period: July 2012-September 2015

Main Duties performed:

- Preparation and testing of raw materials, in process and final product.
- Participating in the internal sensory for batch to batch sensory verification.
- Identifying any non-conforming products and communicating this information to the relevant departments.
- Analysis of percentage Salt, Moisture on finished packed products
- Determination of FFA and Peroxide Value on raw materials and Finished products such as Refined Oil, Palm Oil, and Pet foods.
- Determination of Mycotoxins such as Zearelanone, Aflatoxins, Fumonisin on Raw material such as maize, Sunflower seeds, Sorghum using the affinity Chromatography.
- Weekly thermometer verification.
- Write technical reports or documentation such as deviation reports and non-conformance reports on products out of specification.
- Preparing and shipping all samples requiring for external testing
- Evaluate results from the external lab to ensure compliance to the internal specification.
- Ensure retention samples are retained as per product shelf life and that they are readily accessible in the event of customer complains.
- End of shelf life evaluation of products.
- Assist with documentation changes to existing procedures and drafting of SOPS on new equipment.
- Daily calibration of equipment and scales. Repair and maintenance on equipment when required.

- Responsible for daily, weekly and monthly reports for products tested.
- Taking surface swabs.
- Maintain stock levels of all consumables required to perform analytical testing.
- Ensure compliance to GLP, good housekeeping practices and work space organisation.
- Ordering of consumables, chemicals and new equipment.
- Daily Timesheet and shift organisation for Technicians.
- Ensure that lab cleanliness and safety standards are maintained.

REFERENCES

1. **Mrs Matome Mafinya**-Lab Manager (Quality Assurance Department Wilmar Continental Oils and Fats)
Tel: (011) 278 0384
Cell: 073 690 2481
Email: matome.mafinya@za.wilmar-intl.com
2. **Miss Najib Salim**- Quality and Food Safety Executive (Grocery Division RCL Foods)
Cell: 083 321 4228
Tel: (011) 411 5671
Email: najib.salim@rclfoods.com
3. **Miss Z Marrengane-Lecturer** (Department of Biosciences Vaal University of Technology)
Tel: (016) 9509600
Email: zinhlem@vut.ac.za