

# Rebecca Nonkululeko Hlaba

R103 Lagerstoort Road  
Heidelberg  
1567  
Phone: (076) 889-7132  
Cell: (076) 309-0909  
hlabanonku@gmail.com

## PERSONAL

**Date of Birth:** January 7, 1990  
**Citizenship:** South African by Birth

## PERSONAL PROFILE

I am a Punctual, Organised; deadlines orientated and have good planning and organising skills. I work well within a team and individually. I have more than 3 years' experience in the Food safety, Research and Development as well as the Quality field. I have advance knowledge of New Product Development, Quality analysis of raw material and final products to ensure that it meets the stipulated specifications, Scale verification, weighing of ingredients for trial blends, Mock Recall and traceability, trending of production lines in the plant, Compiling reports, staff training on food safety policies, principles and procedures to mention a few.

## EMPLOYMENT

**Els Finest Prime Cuts PTY LTD, Gauteng, Heidelberg**  
*June 1, 2016- Present*

### *Food Safety and Quality Control Manager*

- Drawing up HACCP study and ensuring that it is up to date.
- Implementation and maintenance of the Food safety system and HACCP for FSA audits
- Food Safety Team Leader
- Leading all Food Safety related third party audits
- Conducting and reporting on supplier audits
- Implementation and management of the Quality control and the Food Safety Policies and procedures
- Training of employees on Health, Safety and Quality Policies and procedures
- Ensure that all Documents are numbered accordingly
- Inspection of all received raw materials , Analysis to ensure that it meets the specification
- Temperature analysis
- Identify, investigate and manage non-conformances,
- Manage and Update Raw Material and Final Product specifications
- Manage daily retention samples
- Supervise Quality team to ensure that Maximum Quality is adhered to and Oversee online Quality Checks.
- Draw up COC's and COA's

- Daily Checks of Good Manufacturing Practices, Personal Hygiene and Housekeeping
- Internal Food Safety and HACCP and OHS related Audits
- External Supplier Audits

**Malda Pack CC, Durban, New Germany**

*December 1, 2014- September 30, 2016*

***Quality Control Assistant***

- On line Quality Checks (Half hourly and hourly), monitoring & corrective action on all products within the Production line to ensure quality standards and specifications are met.
- Sensory analysis on all raw materials and finished products.
- New product development.
- Residual oxygen analysis on final packed product to ensure that the oxygen levels are minimised and increase shelf life and freshness of the product packed
- Seam Evaluation of Packaging cans to ensure that the body hook and cover hook are within spec so that the cans do not leak
- Daily Scale Verification and documentation of the verification
- Assist in Calibration of equipment
- Update printing information (date codes) as per product, batch, date of manufacture and Julian code
- Conducting Protein Swabs and analyse the results and Collect monthly Swabs for third party checks
- Identify non-conformance, collecting all relevant data of the NC and reporting it to the quality manager.
- Analysis of final packed product, ensuring that the product is not leaking by the use of a vacuum seal tank and that the information contained in it is up to date in terms of Manufacture and Best before dates.
- Assist in the implantation of ISO 22000
- Calculate weight differences and weight tolerances to ensure that they are within the legal specification
- Conducting daily start-ups and case audits
- Inspection of Good Manufacturing Practices and General Hygiene of factory employees and ensure that all employees are wearing the correct PPE.
- Daily documentation of all first case product packed, retention samples collected and Online checks conducted
- Collecting, recording and maintaining retention samples as per packed product
- Correctly labelling retention samples and ensure that the retention sample room is up to date and clean
- Moisture analysis
- Daily housekeeping of the Lab and all Lab equipment.

**Natpro Spicenet PTY LTD, Durban, New Germany**

*June 1,2013 – November 25, 2014*

***Lab Quality Controller***

- Lab Monthly Reports,
- Raw and Final product analysis according to product specification,
- Scale verification,
- Online Quality check,
- Mock recall and traceability,
- ASTA Analysis,
- Matching colour of paprika according to the STD,
- Compile specifications on final spice blends,
- Monitor all spice blending activities to ensure maximum quality control
- Chemical dilution recording,
- Ensure that Good Manufacturing Practices are followed,
- Verify cleaning efficiency,
- Spice blending Recipe development,
- New product research and development
- Product Promotions and analysis of the promotions,
- Monitor competitor products and development activities.
- CCP Verification Screen integrity check , metal detector and Magnet checking,
- Sieve Analysis, Moisture analysis,
- Staff Training on QA systems, policies & procedures,
- Assist in internal and external audits,
- Compile COA results,
- Checking and verification of received COA's,
- Trending of Different areas in the company,
- investigate complaints and Non- Conformance and conduct Rework of product,
- General Marketing of the company,
- Researched potential new target market for the business,
- Manage Facebook Page,

## **EDUCATION**

**Durban University of Technology, South Africa**

N: Dip Consumer Science: Food and Nutrition

*Jan 2011- Dec 2014*

Status: Completed

**PERSONAL SKILLS**

- Ability to work independently
- Planning , Organising, Leading
- Excellent communication skills both written and spoken
- Attention to detail to ensure maximum quality control,
- Investigative nature, Strong Analytical and visual skills,
- Able to communicate clearly and effectively
- Punctual, Accurate and deadline oriented

**PROFESSIONAL SKILLS**

- Food Safety implementation and maintenance
- HACCP implementation and maintenance
- GMP and PRP implementation and maintenance
- In-depth knowledge of Microsoft Office,
- Quality control and quality assurance management

**REFERENCES**

Noluthando Ndlela  
083 798 3323  
Malda Pack CC  
Quality Control Supervisor

Nosipho Hlatshwayo  
031 705 4118  
Natpro Spicenet PTY LTD  
Lab Supervisor

Quintin Watson  
016 341 3099  
Plant Manager  
Els Finest Prime Cuts PTY LTD