

Anele Mhlengi Ngcobo

Curriculum Vitae

PROFILE

QHSE Officer

CAREER OBJECTIVES

To fully utilize my diverse range of skills and experience in Quality Management and act as a change agent in developing and implementing strategies that set businesses on new trajectories.

PERSONAL STATEMENT AND MOTIVATION

An astute, qualified and experienced Laboratory Technician with five years' experience in the Food Technology, Beverage and Production Industries and currently working as a QHSE officer.

I possess a BSc Biotechnology Degree with University of the Western Cape and possess strong acumen in Laboratory Operations.

I am well versed and experienced in Quality Control and Assurance and offer a combination of Total Quality management, ISO 9001, Food Technology, food Safety, Health and Safety Management, as well as technical, administrative and oversight strengths.

Strong working knowledge of various process improvement and planning methodologies, such as Kiazen, 5S, Scientific Decision Making/ Problem Solving ,PDCA cycle, Just in time (JIT), Lean Approach and Six Sigma to name the few.

Also an articulate communicator in both written and verbal communications

EMPLOYMENT HISTORY

Position: **QHSE officer**

Company: *International Facilities Services (IFS)*

Duration: *26 September 2016 –Current*

Scope of Work Done:

- *Audit, review, implement and management of occupational health and safety procedures and protection measures for all employees and Company assets.*
- *Reviewing policies, standards, procedures and systems to ensure that programs remain effective and up to date.*
- *Evaluating and implementing emergency action plans.*
- *Ensuring compliances with all applicable legislation relating to the protection of employees, visitors and assets.*
- *Conducting SHEQ audits with the management team and coordinate all legal inspections.*
- *Implements and coordinate HACCP within the organization*
- *Lead the incident and accident investigations and corrective action Implementation.*

- *Ensure compilation and distribution of accident/incident statistics.*
- *Complete statistical analysis to identify trends and/or areas requiring specific focus or attention.*
- *Design Appropriate proactive systems to identify all risks on-site and put in place measures to eliminate/mitigate the Risks to acceptable/defined levels.*
- *Ensure that reports compiled and submitted*
- *Management of documents and control of all QHSE records.*
- *Maintain close contact with external Safety organizations to keep up to date with changes and developments in the HSE management field*

Position: *Laboratory Technician and Safety officer*

Company: *Intertek Agricultural services (SANS 17025 accredited)*

Duration: *01 July 2015 –25 September 2016*

Scope of Work Done:

- *To analyse routine and non-routine samples according to instructions and prescribed method, both microbiology and wet chemistry.*
- *Statistical analysis of Quality Control samples and graphical representation of critical nutrient trends for all sample types.*
- *Calculation of LCL and UCL of nutrients*
- *Develop and improve on current analysis methods to improve efficiency*
- *Validate analysis methods.*
- *Maintain Standard Operating Procedures when necessary.*
- *Conducts regular calibration checks on balance, PH meters and oven temperatures to ensure that equipment is correctly calibrated for testing*
- *And any other test required as part of the standard laboratory procedures and quality procedures.*
- *Request replacement consumables as and when necessary*
- *Ensure all incoming samples are recorded and tested in accordance with customers' requests.*
- *Maintain quality management system, Health and safety standards*
- *Issue certificate of analysis and quotations to the customer*
- *Maintain SANAS 17025 accreditation certificate*

Safety Officer:

- *Compliance and adherence to OHSAS Act legislations and regulations*
- *Compiles and files monthly inspections and follow up on actions required*
- *Manage training and tool box talk on site*
- *Manage safety induction and site audits*

- *Manage incident and accident investigations*

Position: **Laboratory Technician**

Company: *FoodCorp Grocery Division*

Duration: *10 June 2013 to 30 June 2015*

Scope of Work Done:

- *Preparation and testing of raw material, in process and final product on Mayonnaise, peanut butter, Pet food, Oil and sorghum.*
- *Nutrient sample analysis, Protein, fats, Ash, antioxidant testing, moisture content, Mycotoxin, Free Fat acid, and Peroxide value .*
- *Participating in the internal sensory for batch to batch sensory verification*
- *Identify any non-conforming product, communicate this information to relevant stakeholders on time*
- *Assist in determining the root cause and corrective action for non-conformance*
- *Shipping of all samples requiring for external analytical/microbiological testing on daily basis*
- *Evaluate results received from the external lab to ensure compliance to specification*
- *Ensure retention samples are retained as per the product shelf life and that they are readily accessible in the event of customer complaint*
- *End of shelf life evaluation of products*
- *Assist with documentation changes to existing procedures and work instructions required to meet customer*
- *Responsible for daily , weekly and monthly reports for products tested*
- *Calibration of inspection and testing and equipment*
- *Taking surface swabs*
- *Maintain stock levels of all consumables required to perform analytical testing*
- *Ensure compliance to GLP, good housekeeping practices and 5S workspace organisation*

Position: **Laboratory/ Quality Technician** (*Microbiology Laboratory, GMP Team*)

Company: *Fairfield Dairy Pty Ltd*

Duration: *1 March 2012 – 30 May 2013*

Scope of Work Done:

- *Examination of incoming samples*
- *Chemical (Chemistry lab) and Microbiological testing on raw material, in process and final product.*
- *Taking hands, surface and packaging swabs and sampling air*
- *Sending samples for testing to other labs*
- *Sampling of water samples in the plant and analyse in the laboratory*
- *Calibration of inspection and testing and equipment.*
- *Perform analysis accurately and within required time frames*
- *Testing of shelf life and investigation of customer complains*
- *Maintain hygiene and housekeeping in laboratory*
- *Records on worksheets and spreadsheet*
- *Responsible for management of stock*
- *Run both Analytical and Microbiology laboratory on weekends*

- Preparation of media and ringers
- Comply with ISO 17025 standard

GMP Duties:

- Responsible for the maintain and sustainability of HACCP and QMS
- Ensure Plant and warehouse support for quality and food safety scope
- Relevant quality and food safety training on staff
- Pest control, inspection of baits stations internal and external.
- Staff facilities internal audits
- Factory monthly audits/Spot audits
- Hygiene officer Assistant

Position: **Laboratory Technician (Temporary Post) Microbiology Laboratory**

Company: South African Breweries Limited

Duration: 22 August 2011 – 24 February 2012

Scope of Work Done:

- Collect samples from the site e.g. Cellars, and BBT tanks
- Preparation of media and chemicals
- Taking hands ,surface and packaging swabs and sampling air
- Accurate analyses of samples in the lab
- Deliver results at the end of the shift
- Responsible for management of stock
- Calibration of all instruments
- Conform to quality management system
- Report discrepancies of samples to the main manager
- Keep, control and maintain records of all samples and analysis

Position: **Laboratory Technician (Temporary Post) Bacteriology Department**

Company: Rainbow Chicken Ltd

Duration: 25 April 2011 – 12 May 2011

Scope of Work Done:

- Examination of samples
- Plan, organise and control the activities for microbial evaluation in the lab
- Microbial test (E.coli, Coliforms, Salmonella, Compylobacter, Listeria, S.aureus, Pseudomonas, Yeast and Moulds)
- Analyses results and records on worksheets and spreadsheet
- Quality assurance in food
- Operate in accordance to ISO17025 and SOP's requirements

REFERENCES

Sylvia Odendaal

Laboratory Controller

Foodcorp Grocery Division Ltd

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