

Curriculum Vitae of Portia Modiba

PERSONAL DETAILS

Surname : Modiba
Full names : Portia Masego
ID Number : 9305261011088
Date of birth : 1993 May 26
Gender :Female
Race : Black
Nationality : South African
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Physical address : 1205 Zone Garankuwa 0208
Health status : Good
Drivers license : Code 10

OBJECTIVE

To find an opportunity in an organization that will enable me to grow and develop more skills required in order to become accomplished in my workplace, an organization that will allow me to offer the skills and knowledge that I have and also learn from it.

PROFILE

I am a dedicated, hard working, self motivated, disciplined and creative individual that is eager to achieve and face challenges. I believe that challenges enhance my abilities thus making me an effective individual in the corporate world. I have knowledge in the food industry as I was worked as a quality controller at Enterprise Foods and Cavalier Foods as quality technologist. I am young and still trying to find my feet around the different industries, so I also want to learn more about other sectors; therefore I am still very versatile and willing to take on new challenges.

EDUCATION

Tertiary

Institution: Tshwane University of Technology

Qualification: N. Dip Food Technology

Year: 2015

Modules: Computer Skills, Food process engineering, Microbiology I and II, Biochemistry, Food Technology I, II and III, Food Microbiology, Food Biochemistry, Analytical Chemistry, Food Production, Food Quality Assurance and Experiential Learning I and II.

Matriculation

High school: Tebogwana Secondary School

Year: 2011

Subjects: Physical sciences, Mathematics, Life sciences, Accounting, English, Setswana and Life orientation.

WORK EXPERIENCE

Title: QA Technologist

Company: Cavalier Foods

Period: March 2016- September 2016

Duties:

Dealing with customer complaints

Final product checks to ensure product conforms to specification

Carcass, boxed raw material and final product sampling for micro and chemical tests

Communicating with laboratories

Inspection of daily customer returns

Training of new staff on personnel hygiene and code of conduct

Review and revise check sheets

Internal and PPC audit

Sampling environmental, Listeria and allergen swabs, water samples for micro analysis

WW IBL and KPI audits

Analysis of microbial and chemical results

Sending and compiling NCR for suppliers

Communicating with pest control officers during pest control audit

Daily online QC checks

Sending NPD samples for micro and chemical tests

Assisting with NPD trials

Title: Quality Controller

Company: Enterprise Foods a division of tiger consumer brands

Period: February 2015- February 2016

Duties:

Daily QC checks to ensure that a product conforms to specification
Product traceability
Dealing with customer complaints and sending quality warnings to suppliers
Sampling and testing products for micro and chemical tests
Training of new staff about hygiene
Involved in FSSC22000 (SABS) and Woolworths (IBL) audits
Ensuring that all CCP are adhered to during production
Monitoring pest control procedures
Ensuring that all the incoming raw materials are according to specification
Verify all the HACCP, COA and COC documents are correct
Conducting internal audits

SKILLS AND COMPETENCIES

Languages

Language	Speak	Read	Write
English	Good	Good	Good
Afrikaans	Fair	Fair	Fair
Setswana	Good	Good	Good
Zulu	Good	Good	Fair
Sepedi	Good	Good	Good

Skills

I can operate the following software: word processing, Excel and PowerPoint
ISO/ FSSC 22000 audit
HACCP monitoring and implementation
Good communication skills
Public Speaking
Ability to work individually and in groups
Excellent typing and administration skills

ADDITIONAL INFORMATION

Interested in reading, watching TV and travelling

REFEENCES

TsietsiNtongoa: Quality Controller at Enterprise Foods
Tel: 0118217000 (7084)
Email: tsietsi.ntongoa@tigerbrands.com

MaropengPhetoe: Quality Controller at Enterprise Foods
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Charles van Rooi: Lecture at Tshwane University of Technology
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Mary Mahomolela: Senior Quality Technologist at Cavalier Foods
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