

CURRICULUM VITAE OF JACOB MAHLAULA

PERSONAL DETAILS

Surname	Mahlaula
First Names	Jacob
Nationality	South African
Identity Number	730928 5750 087
Race	African
Gender	Male
Disability	None
Home Address	Unit 324 President Place, 78 President Street Germiston 1401
Cell phone Number	071 672 0698 / 079 103 5245
E-Mail address	jasperejacob@gmail.com
Home Language	Xitsonga
Other Languages	English, Setswana, Sepedi, IsiZulu
Drivers' License	Code 10 (C1)
Name of Spouse	Rhulani Baloyi
Spouse Contact Number	072 373 1502 / 076 437 7761

COMPUTER LITERACY

Package	Level (basic, intermediate, expert)
Microsoft Project Office	Expert
Microsoft Word	Expert
Microsoft Excel	Expert
Microsoft Power Point	Expert
Microsoft Access	Good
E-mail	Expert
Internet	Expert

EDUCATION

Qualifications	Name of School	Place Obtained	Year Obtained	Subjects/Courses
Matric	Izikhulu High School	Gauteng	1992	<ul style="list-style-type: none"> • Tsonga • English • Afrikaans • Mathematics • Physical Science • Biology

ACADEMIC QUALIFICATIONS

Qualifications	Name of Institution	Place Obtained	Year Obtained	Subjects/Courses
Pest Controllers Officer	The SA Turf School (Pty) Ltd	Gauteng	23 March 2015	Apply Crop Protection, Animal Health products Effectively & Responsibly, store & control Agrochemical products effectively & responsibly
NQF 4, Further Education and Training Certificate in Generic Management	Bidvest Edge/ SETA	Gauteng	November 2014	Project Management , Research Methodology, Supervisory Management, Basic Human Resource Mgt, Financial management, occupational health and safety regulations
Certificate of Achievement	Bidvest Edge	Gauteng	2014	OHSA and Management Responsibilities, Risk Management, Reporting IOD Claims, Conduct an Incident Investigation
Certificate of Attendance for a Course	Quest Computer Skills Centre	Gauteng	14 August 2013	MS Word (Module 1&2) Excel (Module 1&2) PowerPoint (Module 1&2)
Certificate of Competence	Kukhula	Gauteng	August 2012	Supervisory development programmer, SAQA unit standard numbers: 120308, 242814, 242821, 14667, 10052, 10054 AND 13949
National Certificate Sports Turf Maintenance	UNISA BC Landscape	Gauteng	2009	Horticultural Production Management, Horticultural Mechanization, Turf-grass Culture Plant Material Studies, Plant Protection, Growth Media Technology, Site planning Environmental Management Supervisory Management
Certificate Learnership Programme. NQF Level 1	AgriSETA BC Landscape/ UNISA	Gauteng	2005/6	Horticultural Project management & functions Self-Management for Horticultural Supervisor Basic Landscape design, Practical Horticultural Principles, Basic Human Resource Mgt, Horticultural Principles Financial management
National Certificate Landscape Maintenance Level 1, Level 2, Level 3, Level 4	Technikon SA UNISA BC Landscape	Gauteng	2002, 2003, 2004, 2005, 2006	Horticultural Production Management, Horticultural Mechanization, Turf-grass Culture Plant Material Studies, Plant Protection, Growth Media Technology, Site planning Environmental Management, Supervisory Management

SPECIAL AWARDS

SAGIC Invasive Species	SAGIC	Gauteng	09 April 2015	Invasive Species Identification Training Workshop
Certificate of Education, Training & Development	CCMA	Gauteng	05 th – 07 th May 2010	How Best To Use The Ccma And The Law Workshop. Disciplinary procedures
Certificate of Budgeting & Finance For Non-Financial Managers	Workwise	Gauteng	August 2007	Planning budgets, monitor and control project funds
Certificate Of 5 & 10 Years' Service Award	TopTurf Group	Gauteng	2005 May & 2010 August	For Loyal Service To The Company
Lifeskills Special Course	Free To Grow	Gauteng	August 2006	Self-Development, Communication, Handling Of Conflict, Human Relation, Assertiveness
Certificate Of Appreciation	TopTurf Group	Gauteng	27 May 2004	His Excellent Work And Dedication In Preparation Of The Champions Day Race-Meeting At The Turffontein Racecourse
Certificate Of Appreciation	TopTurf Group	Gauteng	13 December 2002	His Excellent Overall Performance & Positive Attitude

EMPLOYMENT HISTORY

Employer 1.	TopTurf Group Carousel
Nature of Business	Hospitality
Position	Casual
Dates of Service	11 January 1999 – 28 March 1999
Key Performance Areas:	
<ul style="list-style-type: none"> Maintenance of gardens, Developing of existing gardens, Day to day activities, Pest control, Waste management around the complex, Turf grass management 	
Employer 2.	TopTurf Caesars
Nature of Business	Hospitality
Position	Assist. Supervisor, Operator, Irrigation,
Dates of Service	01 April 1999- 22 October 1999
Key Performance Areas:	
<ul style="list-style-type: none"> Propagation of ornamental plants Cleaning and selection of seeds, Cultivation of ornamental plants, Vegetative propagation of ornamental plants, Cultivation and maintenance of cuttings, Cultivation and propagation of ornamental trees, Propagation and maintenance of annuals, Plant protection/ pest control, Plant identification, Green house hygiene and maintenance , Repairing of Irrigation and monitoring of automatic controller 	
Employer 3.	TopTurf Carnival City Casino
Nature of Business	Hospitality
Position	Chemical Specialists and Assistant Admini,
Dates of Service	23 October 1999- 08 September 2003

<u>Key Performance Areas:</u>	
<ul style="list-style-type: none"> Responsible for allocation of personnel time in focus group, Planning, coordination and utilization of personnel, Training and management of grounds and gardens personnel to enhance performance, Mentoring and guidance of personnel under direct supervision and problem solving, Motivation, disciplining and development of personnel under direct supervision, Motivation of all personnel in the focus group with respect to high quality horticultural services, meeting of reporting deadlines and the generation of new horticultural designs., The maintaining of good working relations and cooperation with other focus groups, Setting goals for personnel under direct supervision, Guidance, supporting and assistance of personnel, Adhere to and ensuring compliance to occupational health and safety regulations 	
<u>Financial management:</u>	
<ul style="list-style-type: none"> Plan budgets, monitor and control project funds, Comply with financial policies and Procedures, Preparation and management of the projects operational budget, Reporting to the employer with respect to budget, expenditure and financial needs on an annual basis, Resource planning and resource procurement 	
Employer 4.	TopTurf Racecourses Turffontein and Vaal
Nature of Business	Hospitality
Position	Admini, Registrar clerk, Supervisor, Chemical Specialists and Site Vehicle Inspection
Dates of Service	09 September 2003- 23 November 2004
<u>Key Performance Areas:</u>	
<ul style="list-style-type: none"> Responsible for allocation of personnel time in focus group. Planning, coordination and utilization of personnel. Training and management of grounds and gardens personnel to enhance performance, Mentoring and guidance of personnel under direct supervision and problem solving, Motivation, disciplining and development of personnel under direct supervision. Motivation of all personnel in the focus group with respect to high quality horticultural services, meeting of reporting deadlines and the generation of new horticultural designs. The maintaining of good working relations and cooperation with other focus groups. Setting goals for personnel under direct supervision. Guidance, supporting and assistance of personnel. Adhere to and ensuring compliance to occupational health and safety regulations. Attending queries at CCMA representing the company against the employee 	
<u>Financial management:</u>	
<ul style="list-style-type: none"> Plan budgets, monitor and control project funds, Comply with financial policies and procedures, Preparation and management of the projects operational budget. Reporting to the employer with respect to budget, expenditure and financial needs on an annual basis. Resource planning and resource procurement 	
Employer 5.	TopTurf Impala / Bevcan
Nature of Business	Industrial
Position	Site Manager
Dates of Service	24 November 2004 – 28 February 2006
<u>Key Performance Areas:</u>	
<ul style="list-style-type: none"> Responsible for allocation of personnel time in focus group. Planning, coordination and utilization of personnel. Training and management of grounds and gardens personnel to enhance performance, Mentoring and guidance of personnel under direct supervision and problem solving, Motivation, disciplining and development of personnel under direct supervision. Motivation of all personnel in the focus group with respect to high quality horticultural services, meeting of reporting deadlines and the generation of new horticultural designs. The maintaining of good working relations and cooperation with other focus groups. Setting goals for personnel under direct supervision. Guidance, supporting and assistance of personnel. Adhere to and ensuring compliance to occupational health and safety regulations. Attending queries at CCMA representing the company against the employee 	

<ul style="list-style-type: none"> • Financial management: Plan budgets, monitor and control project funds, Comply with financial policies and procedures, Preparation and management of the projects operational budget. reporting to the employer with respect to budget, expenditure and financial needs on an annual basis. resource planning and resource procurement 	
Employer 6.	Bidvest TopTurf Maintenance Division (Bidvest Managed Solutions) Bidvest Landscaping
Nature of Business	Maintenance / Horticulture
Position	Operations Manager Gauteng
Dates of Service	01 March 2006 until 06 March 2018
Key Performance Areas: <ul style="list-style-type: none"> • Responsible for allocation of personnel time in focus group. Planning, coordination and utilization of personnel. Training and management of grounds and gardens personnel to enhance performance, Mentoring and guidance of personnel under direct supervision and problem solving, Motivation, disciplining and development of personnel under direct supervision. Motivation of all personnel in the focus group with respect to high quality horticultural services, meeting of reporting deadlines and the generation of new horticultural designs. The maintaining of good working relations and cooperation with other focus groups. Setting goals for personnel under direct supervision. Guidance, supporting and assistance of personnel. Adhere to and ensuring compliance to occupational health and safety regulations, attending tender meetings, meeting with client, doing walkabouts, doing sites audits, ordering, invoicing, payroll sheet, budgets. Attending queries at CCMA representing the company against the employee Financial management: <ul style="list-style-type: none"> • Plan budgets, monitor and control project funds, Comply with financial policies and procedures, Preparation and management of the projects operational budget. reporting to the employer with respect to budget, expenditure and financial needs on an annual basis. resource planning and resource procurement 	

SKILLS AND KNOWLADGE AQUIRED

Skills	Level of knowledge		
	Basic	Intermediate	Advance
Report Writing Skills			X
Organizational skills			X
Presentation Skills			X
Good managerial skills			X
Human Relations skills			X
Administrative skills			X
Negotiation skills			X
Analytical skills			X
Financial management			X
Computer Skills			X

REFERENCES

Miss Terry Pozzobon
Position: Divisional Manger
Cell: 083 354 7429
Cell: 082 888 2538

Miss Erica Naude'
Position: HR Manager
Cell: 082 377 6660

Mr. Dez Whitehead
Position: Office Administration
Cell: +27(84) 667 2556

Mr. Jonathan Ferguson
Positon: General Manager
Cell: +27(82) 553 9991

Miss Denise Manson
Position: Costing Manager
Cell: (+27) 82 787 7908

Mr. Marcus Govender
Position: Managing Director
Cell: +2771 609 7337

PROFILE

I am a self-motivated, ambitious and vision oriented young professional with a good social and moral disposition. I am a dynamic man with fifteen years of experience in the garden maintenance and the ability to work with people of different ethical and racial backgrounds and thus an excellent team player. I am also highly dependable in that I am able to execute my duties in excellence without intensive supervision as I function well independently and in a group. I have good interpersonal skills and able to adapt very easily. I am able to handle pressure and make informed decisions on tense situation. I am proactive and always willing to try new challenges.

I am looking forward for working with you.