

**CURRICULUM VITAE**  
**OF**  
**VULANI LOTRICIA CHUMA**  
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<b>Career objective</b>	To gain a challenging position that utilizes my skills, competences, compatibility, education as well as experience. To perform professionally and effectively in whatever position I obtain and succeed in any task assigned to me as well as acquiring knowledge where needed, since there is always space for learning and improvement.
<b>Personal details</b>	Date of Birth:16 November 1988 ID No:8811160652089 Nationality: South African Drivers Licence: Code 10 (C1) Marital Status: Single Gender: Female Health: Excellent Languages: Xitsonga, English, Tshivenda, Sepedi and IsiZulu Criminal record: I have never been convicted of any criminal offense Address: 21/4244 Umgeya street, Birch Acres ext 25, Kempton park, 1618
<b>Matriculation Details</b>	December 2006 Adolf Mhinga high school Xitsonga, English, Biology, Physical science, Economics, Agricultural science
<b>Degree</b>	Bachelor of Science in Food Science and Technology (4 years degree)
<b>Institution and graduation date</b>	University of Venda 23 September 2011
<b>Summary of Subjects and core modules</b>	<ul style="list-style-type: none"> <li>• Food chemistry</li> <li>• Food microbiology</li> <li>• Fermented food products</li> <li>• Research project</li> <li>• Quality system Management</li> <li>• Food commodity processing</li> <li>• Food process design</li> <li>• Food loss management</li> <li>• Food machinery</li> <li>• Sensory evaluation</li> <li>• Food packaging</li> </ul>
<b>Computer Literacy &amp; Other skills acquired</b>	Proficient in the following: <ul style="list-style-type: none"> <li>• Microsoft word, Microsoft excel, Microsoft visio, PowerPoint, Typing, Internet</li> </ul>

	<p>Other skills</p> <ul style="list-style-type: none"> <li>• Strong communication and excellent report writing skills</li> <li>• Excellent facilitation, Presentation and Negotiation skills</li> <li>• Problem-solving skills</li> <li>• Analytical skills</li> <li>• Administrative skills</li> <li>• Organisational skills</li> <li>• Conflict-resolution skills and interpersonal skills</li> <li>• Project management</li> <li>• Ability to work independently and with people of different levels</li> </ul>
<p><b>Current employment From May 2015 till now</b></p>	<p>Name of employer: South African Bureau of Standards (SABS)</p> <p>Job title: Quality system coordinator</p> <p>Duties:</p> <ul style="list-style-type: none"> <li>• Provide administrative support to Accreditation Management which entails: production of certificates, binding of certificates, posting of certificates to other regions, capturing of minutes</li> <li>• Data capturing</li> <li>• To liaise and effectively address enquires from clients, the general public and internal customers regarding queries and enquiries about registered companies.</li> <li>• To open files and maintain an effective filing system by filing all the AB packs in the central filing room</li> <li>• To allocate registration numbers to registered companies and maintain registers for various schemes.</li> <li>• To understand various standards and specifications and having in-depth knowledge of sic codes and revised specifications those accredited for RVA and or SANAS.</li> <li>• To print, package and despatch certificates and permits to appropriate destinations and keep a record thereof</li> <li>• To process suspensions of companies in accordance with company policy and procedure.</li> <li>• To make recommendations to management, when necessary, to establish, adjust or up-date operating systems and/or procedures to ensure that effective and efficient systems and procedures are in place</li> <li>• To query non-compliance submission and to confirm with the certification</li> </ul>

	departments
<b>Latest employment</b> <b>From April 2014 to March 2015</b>	Name of employer: National Research Foundation (NRF) (Based at South African Bureau of Standards (SABS)) Job title: Intern Duties <ul style="list-style-type: none"> <li>• Establish database of Food manufacturing process flow diagrams</li> <li>• Establish database of pathogens relating to Food manufacturing</li> <li>• Provide administrative support to Accreditation Management which entails: Binding of certificates, posting of certificates to other regions, capturing of minutes</li> </ul>
<b>Previous employment</b> <b>From June 2013 to March 2014</b>	Name of employer: Limpopo agro Food technology Station (LATS) Job title: Food science intern Duties: <ul style="list-style-type: none"> <li>• Training Small Micro Medium Enterprises (SMME'S) on Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP)</li> <li>• Assisting the Small Micro Medium Enterprises (SMME's) to adhere and implement Hazard Analysis Critical Control Point ( HACCP) and Good Manufacturing Practices (GMP)</li> <li>• Helping Small Micro Medium Enterprises (SMME's) turn primary agricultural products that meet the market requirements.</li> <li>• Improving Small Micro Medium Enterprises (SMME's) products process and development</li> <li>• Product development</li> <li>• Assisting with chemical and microbial analysis</li> <li>• Assisting with admin work</li> </ul>

<p><b>Previous employment</b>  <b>From July 2011 to June 2012</b></p>	<p>Name of employer: Air Chefs international pty (Ltd)  Job title: Quality controller/assurer trainee  Duties:</p> <ul style="list-style-type: none"> <li>• Ensure health, safety and quality of the product from receiving to air craft</li> <li>• Monitoring storage of products per Hazard Analysis Critical Control Point requirements and advice</li> <li>• Monitoring Critical Control points (CCP's) to make sure Hazard Analysis Critical Control Point is working</li> <li>• Micro sample collections to ensure personal hygiene and Good Manufacturing Practices (GMP) are adhered to.</li> <li>• Issuing Critical Control points (CCP's) documents, thermometers and calibration of thermometers</li> <li>• Check specification during packaging to ensure the compliance as required by food safety act</li> <li>• Providing corrective actions to non conformances</li> <li>• On job training</li> <li>• Monitor and check deep cleaning</li> </ul>
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<p><b>Workshops attended</b></p>	<ul style="list-style-type: none"> <li>• New product development</li> </ul> <p>Workshop title: New product development  Facilitator: Mr Kgatla T.E (University of Venda)  Date: 2014-02-26 to 2014-02-27</p> <ul style="list-style-type: none"> <li>• Microsoft Excel</li> </ul> <p>Workshop title: Microsoft Excel (Basic, intermediate and advanced)  Facilitator: Mr Blessed P (Career IT)  Date: 2014-07-22 to 2014-07-23</p> <ul style="list-style-type: none"> <li>• Scientific writing and Presentation</li> </ul> <p>Workshop title: Scientific writing and Presentation  Facilitator: Dr Sommerdyk S (University of Witwatersrand)  Date: 2014-02-23 to 2014-02-24</p>
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<b>References</b>	Mr Gray GDB	Position: Manager (South African Bureau of Standards) Cell no: 072 865 9858 Office no: 012 428 6947 Email Address: bruce.gray@sabs.co.za
	Ms Mamabolo MM	Position : Food Technologist (Limpopo Agro-Food Technology Station) Cell no: 084 647 4423 Office No: 015 268 4619 Email Address: Maureen.mamabolo@ul.ac.za
	Mr Masenya I	Position: Quality Assurance Team Leader (Airchefs International pty (Ltd)) Cell no: 084 4253 129 Office no: 011 5780 900 Email Address: Isaacmasenya@airchefs.com