

# MR YP SOOKRAJ

135 Reservoir Road  
Northdale  
PIETERMARITZBURG

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## Personal Profile

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Surname : Sookraj  
Name : Yasteel Paras  
Title : Mr  
Identity number : 940523 5120 088  
Date of Birth : 23 May 1994  
Marital Status : Single  
Dependants : none  
Drivers Licence : Code 8  
Languages : English, Afrikaans, Isizulu , Hindi

## Education and Qualifications

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School : Heather Secondary School  
Standard passed : Grade 12 (Matric)  
Subjects : English, Afrikaans, Mathematics, Accountancy  
Biology, Physical Science, Life Orientation

### Personal Activities

Regina Primary School: Deputy Head Boy (2007)  
Heather Secondary High: Prefect (2012)

### Post Matric Qualification

Institute : Varsity College  
Year : 2013  
Course : Business College and Practice  
Modules : Business communication  
Business Public relations  
Project management  
Business Calculations  
Accounting  
N User Computering  
Pastel Accounting

		Business Management & Work Intergrate
Institute	:	unisa
Year	:	2015
Course	:	food technology ( currently studying )
Institute	:	Afri-pack
Year	:	2014
Course	:	auditing one day – completed
Institute	:	Q Systems
Year	:	2014
Course	:	BRC global standard completed
Institute	:	BSI
Year	:	2011
Course	:	iso 27001 completed
Institute	:	professional food safety
Year	:	2016
Course	:	HACCP completed
Institute	:	SHEQZA
Year	:	2015
Course	:	FSSC 22000 completed
Institute	:	SGS
Year	:	2016
Course	:	Lead Auditor 9001 , 18001 & 22002 completed

## Work Experience

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### Present Employment

Employer	:	Sealake Industrials
Position	:	Technical Manager: Food and safety & Health Safety

Human Resource Officer  
 Factory Hygiene Manager  
 Health and Safety Manager  
 Fire Officer  
 Pest Control Officer  
 Training Facilitator  
 Occupational Health Practitioner

## Previous employment

Employer : Airlite Plastics  
Year : 2014-2015 (Better Job Opportunity)  
Position : Technical Director of Food Safety

Employer : Steers – Bluff Towers  
Year : 2012 Part time (school holiday)  
Position : Stock controller

Employer : Willowton Oil and Cake Mills  
Year : 2011 Part time (school holidays)  
Position : Assistant \_ Mr P Sookraj

## Skills

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### Key skills

My experience in my Field gives me confidence in making accurate observation and keeping accurate records. Being a people person, I have excellent communication skills and I get on well with my colleagues. One of my key elements is keeping calm in an emergency situation. I handle problems in a very diplomatic and professional manner. One of my policies is to make use of equipment, time and supplies appropriately and economically. I am well experienced and this gives me the confidence to work well without supervision. I am computer literate.

### Food safety manager

Being in charge of food safety and with all the other areas I manage, I work closely with the director and factory manager.

### Other functions:

- Handle non conformances
- Oversee audits
- I am the lead auditor when we audit our suppliers.
- Review all documentations.
- Hold food safety meetings.
- Do internal audits.
- Do training and verification of training carried out by other team members.

### Hygiene manager:

- Supervise and manage a crew cleaning members.
- Supervise deep cleaning of the facility to meet the food safety requirements.
- Purchase equipment and chemicals for use in the food industry.
- Maintain the system so it works for the food safety system.

### Health and safety manager

- Risk assessment of the work place.

- Purchase and supply personal protective equipment for the work being done.
- Training of personnel in safety issues.
- Improving the environmental system in place.
- Maintain all documents.
- Internal audits are planned and schedule by me. I also carry internal audits.

#### **Fire officer**

- Weekly checks of the fire equipment are done.
- Reports and risk assessments are carried out on flammable liquids kept on site.
- Carry audits on the sprinkler system at the work place.
- Make sure the company achieve it ASIB certification for the sprinkler system.
- Conduct emergency and fire drills at the company.

#### **Pest control officer**

- Inspection of the pest control system regularly
- Adopts the system so that the requirements for food safety are met.
- Conducts quarterly audit of the system.
- All sighting of pests are reported to me and I make sure that these issues are dealt with in the appropriate manner.
- Fumigation of the logistic fleet is managed by me.
- Inspection of the products and raw materials are done to check for infestation.

#### **Training facilitator**

- Plan and schedule all training (both internal and external)

#### **Human resource officer**

- Issues out warning to the employees.
- Counseling of employees
- Disciplining of employees
- Assisting in BEE certification.
- Carrying out ethical audits on the company by external auditors.
- Prosecuting offenders at inquiries.
- Keeping records of employee's absenteeism.
- Keeping records of all training conducted

I am a person willing to learn new aspects and work as a team also I can lead a team and make decision, I am also very hard working and I am willing to put in the extra time and effort at all times.

I am experienced in the important of food and safety & health safety and know the requirement of it in the field and environmental with food packaging safety and food manufacturing safety. I have done a BRC & ISO certification course and am currently putting a new system into place which is allowing the company to pass their customer's audit which has been suspended from us. I implemented a system which is in place, or improve or maintain a system which has been in place. I can achieve the following for a company BRC certification, HACCP certification, iOS 9001, iOS 22 001 and FSCC 22002. Currently I am working at Sealake Industries and I have achieved FSSC 220002. My experience and knowledge allows me to train employees on personal hygiene and the important of Food and safety. My expertise also affords me to do auditing.

## Referees

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Mr P Sookraj

**Address:** Willowton Oil & Cake Mills  
**Tel:** 084 4805892

Mr N Maharaj

**Address :** 221 Jan Hoffmeyer Road  
Westville  
**Tel :** 0825020137

Mr P Shah

**Address :** 1 Market Road  
Mkondeni  
**Tel :0817770005**

Mrs Y Yvette

**Address :** 6 Birmingham Road  
Willowton  
**Tel : 0338450786**