

## CURRICULUM VITAE

**Profile:** I am a professionally qualified food and consumer scientist with experience in audit preparation, product development, quality control, health and safety, receiving, stock control to mention but few. I have good communication skills and I am able to work effectively in a team as well as individually. I am currently seeking a position which is not necessarily in line with my field of experience but will challenge me and in the process allow me to gain further experience.

PERSONAL DETAILS	
<b>Name</b>	Copiso Zikhona
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<b>Address and Contact Details</b>	1449 N-U-13 Mdantsane, East London 5219 E-mail: zkipiso@gmail.com Cell: +27 78 375 3793 or 078 299 7541
EDUCATION AND WORK EXPERIENCE	
<b>Academic:</b>	<b>National diploma: Consumer science: food and nutrition:</b> Cape Peninsula University of Technology - 2010 <b>Senior certificate :</b> Cambridge high school 2007
<b>Ilizwe town and regional planners (East London )</b>	<b>May 2016-July 2016 (1month)</b> <b>Temp administrator:</b> Typing out minutes of meetings, answering calls and transferring to the relevant person. Company filing and basic HR duties.
<b>Compass group ( East London)</b>	<b>May 2013 - June 2015 (2 years)</b> <b>Patient Liaison Manager:</b> supervising the ward hostess, issuing and receiving stock, conducting in house training sessions, visiting patients concerning their diets and meal complaints as well as compiling weekly reports based on feed back from patients.
<b>Debt management consultants ( East London )</b>	<b>October 2012-May 2013 (7months)</b> <b>Outbound Call centre agent :</b> collecting on outstanding debt on behalf of the client mainly FNB, Standard bank, African bank and TFG.
<b>Home of the chicken pie (Johannesburg)</b>	<b>May 2011- Jan 2012 (8 months)</b> <b>Food safety manager:</b> Implementing food safety system(Gmp), conducting in house training sessions for staff, source suppliers, product development work for Checkers fresh convenience food line and monitoring daily production.
<b>Papa's Foods (Cape Town)</b>	<b>July 2010 – October 2010 (3 months)</b> <b>Student trainee program :</b> worked in all four departments of The factory observing and implementing the knowledge and skills

	acquired during the course of my undergraduate studies from food safety, Production planning, product development and training staff.
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PROJECTS	
	<ul style="list-style-type: none"> <li>• 2010: Conducted a training session on health and safety to all the workers at Papa's food and planned evacuation procedures in the case of a fire (fire drill).</li> <li>• 2011: Heading up the on Checkers fresh convenience food line at Home of the chicken pie.</li> </ul>
ACHEIVEMENTS	
	<ul style="list-style-type: none"> <li>• Receiving 84% (B rating) for my first FSA audit (2011).</li> <li>• Passed the Preliminary Wine Course exam (2009).</li> <li>• Passed level 1 First Aid Course, EMT (2008).</li> <li>• Secretary of Debating team for 2 consecutive years (2006 &amp;2007)</li> </ul>
SKILLS	
<b>Key Skills</b>	Continuous process improvement, Production and Process Management, Problem Solving and Decision Making, Planning and Organising Skills, People Management, Effective communication at all levels; Interpersonal skills MS office package,
<b>Computer Literacy</b>	Internet usage, Report writing, Presentation skills, Self development, Emotional Intelligence skills
<b>Skills Programs</b>	

PERSONAL ATTRIBUTES AND CAREER ASPIRATIONS
<p><b>Personal Attributes</b></p> <p>Team player and a leader, very assertive, always committed and focussed, hard working and reliable, put safety first, enthusiastic and willing to learn, self motivated and handles pressure well, goals driven.</p>
<p><b>Career Aspirations</b></p> <p>To use my theoretical knowledge, technical skills and abilities to add value to any organisation I am engaged in. To develop personally and technically with responsibilities and challenges such that I am able to continuously learn and grow my</p>

expertise.

#### REFERENCES

Mr Brandon Greek

Managing director: Home of the chicken pie

Unit 327 Northlands Deco Park

Northriding

Tel: 011 462 4681

Ms Nyameka Klass

Senior Catering manager: Compass Group (medirest)

East London

Cell:073 73 900 8132

Tel:043 707 4400

Mr S.P Taylor

Group Medical director:Life healthcare

East London

Cell:082 494 6818

Tell: 043 722 7875