



Curriculum Vitae

Cheraldah Isaacs

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Personal Details

Date of Birth: 22 August 1983
ID: 8308220200082
Gender: Female
Nationality: Born South African
Marital status: Single
Drivers licence: Code B
Own transport: Yes
Willing to relocate: Yes
Further studies: No
Current Location: Uppington, Northern Cape (can relocate)

Key data

I am a person who thrives on working in a multidisciplinary team. I also enjoy a challenging working environment which involves facing new challenges and developing solutions to complicated problems. I am therefore able to deal with work across systems, contexts and disciplines in a process-oriented manner and have an above average to high level of learning potential.

I can make use of the talents in a team, pays attention to the needs and problems of colleagues and offers them support and encouragement when necessary.

I am a hardworking, diligent, loyal and competent person that gives the very best for my employer and my work. I see myself as well disciplined and well-mannered person with sober habits. I get on with all types of people and can function extremely efficient under pressure, on my own or as part of a team. I see myself as an asset to any company or organization.

Work Experience

Scatec Solar Operations (PTY)Ltd **Role : Facilities Co Ordinator**
O&M Operations is responsible for global governance and support in relation to Scatec's operational processes within areas such as monitoring, control, analytics, and reporting, including the software and systems used for these tasks. We also manage and coordinate R&D and technology testing efforts within Scatec O&M.

Responsibilities

- Management and control of all third-party Logistics documentation and control processes during Operations and Maintenance phase.

- Overseeing the control of Plant Day to day accounting functions, handling purchase orders, and monitoring expenditures.
 - Responsible for document governance within O&M Management System
 - Render administrative support to all personnel.
 - Manage and control all documentation.
 - Responsible for Procurement and logistics
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**Scatec Solar (Pty) Ltd - Role Site Administration Clerk
Engineering, Manufacturing, Commissioning & Construction Site
Administrative Assistant for Round 4 (Sirius, Dyasons Klip 1 &
Dyasons Klip 2) Reference: Jaco Uys 079 898 9448 (Project
Manager)
Reference: Thys Nieman 066 485 7086 (Site Manager)**

Responsibilities:

- Render admin duties
- Create and type documents as well as retrieve data and keep record.
- Render general secretarial and administrative support functions
- Managing incoming and outgoing documents
- Register, organize, scan and upload to servers
- Preparing documentation for takeover
- Print, upload and download of documentation
- Assisting in controlling timesheets in Department
- Typing and preparing reports
- Supporting proper function of Administration on Site

2018 - ILLANGA CSP1

DOCUMENT CONTROLLER: ILLANGA CSP 1 KAROSHOEK

Reference: Katarzyna Dziedzic 082 616 1980 (Commissioning Department)

Responsibilities:

- Render admin duties
- Create and type documents as well as retrieve data and keep record
- Render general secretarial and administrative support functions
- Managing incoming and outgoing documents

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- Register, organize, scan and upload to servers
 - Managing technical documentation related to TOPs
 - Preparing documentation for takeover
 - Print, upload and download of documentation
 - Assist in takeover on site
 - Responsible for purchasing in the Commissioning Department
 - Assisting in controlling timesheets in Department
 - Typing and preparing reports (punch list & takeover certificates)
 - Supporting proper function of Administration in Commissioning Department

March 2011- December 2015 South African Police Service

Administrative Clerk (Manager Jan Koopman 082 464 1634)

- Render admin duties pertaining to HR regarding Personnel Services and Career Management related functions
- Create and type documents as well as retrieve data and keep record
- Render general secretarial and administrative support functions
- Managing Incoming and Outgoing documents
- Typing and Preparing reports

Hospitality Industry - Waitress at numerous restaurants and Guesthouses 2002- 2010

Languages: Afrikaans, English - Fluent Written and Spoken

Education & Computer Skills

1997 - 2001

Grade 12: Upington High School – Upington,
Northern Cape

Subjects

- Afrikaans Home Language
- English First Additional Language
- Mathematics
- Accounting
- Business Economics
- Physical Science

June - 2002

Human Resources Management: Vaal Triangle Technikon
Upington

Details of qualification:

- Business Management Module1 – 65%
- End User Computing– 85%
- English Module1 – 73%

November- 2002

Human Resource Management: Vaal
Triangle Technikon Upington, Northern Cape

Details of qualification:

- Business Management Module2 – 83%
- End User Computing Module2 – 70%
- English Module2 – 69%
- Personnel Management–66%

I did not complete my Studies.

References

Lucille Olivier – Scatec Contact Number : +27 72 350 4151

Jan Koopman – SAPS Kimberley. Contact number: +27 53 832 1878 (Office hours) / +27 82 464 1634

Deon Davis – SAPS Uppington. Contact number: +27 82 777 8928

Maria Baloy - HR Manager Dankocom. Contact number: 072 879 2197

Thys Nieman- Scatec Solar. Contact number: +27 66 485 7086

Jaco Uys - Scatec Solar. Contact number: +27 79 898 9448

Sazi Ramoekipa – Scatec. Contact Number: +27 72 567 8657