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| **Personal Information** | **Name** Lineo Julliet Pelei**Address** P.O.Box 145, Mazenod 160, Maseru 100**Contact Number** +266 59075759**Email** pelei.lineo107@gmail.com | **Date of Birth** 1990/11/16**ID Number** 052106276526C:\Users\Mkhulu\AppData\Local\Microsoft\Windows\INetCache\Content.Word\255px-Flag_of_Lesotho.svg.png |
| **Nationality** Mosotho**Race** African**Home Language** Sesotho**Other Language/s** English & isiZulu**Gender** Female**Marital Status** Single **Health Status** Excellent **Driving Licence** Code B |
| **PROFESSIONAL QUALIFICATIONS** |
|  | Lerotholi Polytechnic –Diploma in Construction Engineering St. Marys High School-Grade 12Institute of Development Management – Leadership Skills Emergency PreparednessConstruction Regulations HIRAOccupational Health & Safety ACT SHEQ Incidents Investigation Hazchem HandlingLegal Liability Evacuation Wardens SHE awarenessJob observation Microsoft excel |
|  | **Overall experience- 8 years**  |
| **From** | **To** | **Company / Project / Position / Relevant supervision experience** | **Years with Employer- 4 years**  |
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| **Contact Personnel****Principal Engineer-** Andreas Moqokola | **Contact** **Email;** andreasmokoqola@gmail.com**Number;** +26658401418 |
| 08/2014 | 09/2018 | Public Works & Transport / Maseru Industrial Area / Technician (volunteer) |
| **ROLES AND RESPONSIBILITIES** |
| * Structural design using AutoCAD & calculation on Bills of Quantities.
* Initiating agendas, participating in Design Meetings and compiling minutes.
* Contracts evaluation, Site inspections and ensuring compliance to Contract Specifications.
* Ensuring that all inspection, measuring and test equipment on construction sites are upto date and maintained according to quality standards (e.g. calibration, testing, service date of fire extinguishers etc.).
* Compiling reports(weekly & monthly reports) and submit to the Principal Engineer.
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| **Previous Employment** | **Name of Employer** Lesotho Electricity Company |
| **Job title** Administrator and Documents Controller | **Year/s with previous Employer** 1 year |
| **Contact Personnel**Mrs Manoha Mafitoe (Technician) | **Contact Number**+266 58889380 |
| **From** | **To** | **Company / Project / Position / Relevant supervision experience** |
| 10/2018 | 12/2019 | Lesotho Electricity Company / Maseru Industrial Area / Office Admin |
| **ROLES AND RESPONSIBILITIES** |
| * Preparing Contracts Documents.
* Office correspondence (emails, presentations, resumes, memos, etc.).
* Coordinating and managing appointments, meetings, allocation of conference rooms schedules and ensuring no double bookings.
* Invoicing, monitoring accounts, receivable and budget tracking.
* Purchasing office supplies, equipment and furniture.
* Maintaining general office files, job files and other files related to company’s operation(e.g. delivery notes)
* Give out the revised up to date drawings and maps to the subcontractors.
* Recording of materials received and taken to site.
* Compiling of reports (daily, weekly and monthly) and submit to the Project Manager.
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|  | **Name of Employer** Mkhulu Electro Distribution Projects |
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|  | **Job title** Quality Control Officer | **Year/s with previous employer** 2 years |
|  | **Contact Personnel** | **Contact Number** |
|  | Tshidiso Pitiri (Senior Quality Officer, Mkhulu) | +27 73 2098 667 / +266 57907109 |
|  | Dragan Djeric (Construction Manager, Mkhulu) | +27 74 1421 562 / +266 58420039 |
| **PROFESSIONAL EXPERIENCE** |
| **From** | **To** | **Company / Project / Position / Relevant technical and management experience** |
| 08/2019 | 06/2022 | Mkhulu / 132kV OHTL Matsoku - Polihali (Upgrading of the existing Lesotho Katse dam phase 2)/Quality Control Officer |
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| **ROLES AND RESPONSIBILITIES** |
| * Effective implementation and compliance monitoring to the requirements of the SHEQ Management System (ISO 9001:2015, 45001:2018 & 14001:2015).
* Drafting and implementing Contract Quality Plans and enforce quality requirements on all sites.
* Maintaining all SHEQ Management documented information and are easily accessible to users (risk assessments, daily plans, weekly plans, quality checklists, Health & safety checklists, environmental checklists)
* Conducting Internal Audits according to approved audit schedule and participates in External Audits.
* Preparing for external audits in a manner that ensures that minimal findings can be raised.
* Preparing and implementing action plans to close out audit findings.
* Conducting inspections on the quality of workmanship at the termination of every phase of activities (Campsite Establishment, Surveying, Foundations, Drilling, Tower steel assembly and erection overhead, Stringing and Regulation of Conductors, Earth Wire and Optical Ground Wire).
* Communicating inspections’ findings across teams and ensuring are closed out effectively.
* Issuing non-conformances where applicable and propose corrective and preventative actions.
* Sharing lessons learnt on non-conformances and enter them on the applicable register.
* Monitoring and reporting on trends in non-conformance.
* Conducting periodic training and awareness on key quality issues, quality objectives and conformity to product, services and Customer requirements.
* Ensuring that all inspection, measuring and test equipment on construction sites are checked and maintained according to quality standards (e.g. calibration, testing etc.).
* Ensuring that quality’s product and services are maintained according to Customer requirements.
* Communicating preservation of product and services’ requirements with all relevant employees.
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| **Previous Employer**  | **Name of Employer** Shanxi JV Tim(Upgrading of Mpilo Boulevard Intersections) |
| **Job title** Environmental Officer and English Teaching | **Year/s with Employer-1 year**  |
| **Contact Personnel**Site Engineer-Kethabetsoe Sehlabi | **Contact Number**+26662674782 /+60126183595 |
| **From** | **To** | **Company / Project / Position / Relevant supervision experience** |
| 01/2021 | 05/2022  | Shanxi company(Chinese company)Mpilo Boulevard Intersections |
| **ROLES AND RESPONSIBILITIES** |
| * Effective implementation and compliance monitoring to the requirements of the SHEQ Management System (ISO 45001:2018 & 14001:2015).
* monitor performance of employees on site (e.g give out advice on preventing pollution, using resources sustainably, protecting the environment, restoring natural habitats)
* Manage and control own sectional budget.
* Participates in the delivery of awareness and educational programs on environmental management (e, g waste management, HIV/AIDS Program, toolbox talks).
* Continuous auditing and alignment of appropriate environmental mechanisms, plans and programs with the strategic objectives.
* Maintaining all Environmental documented information are easily accessible to users

(e.g. environmental checklists, toolbox talks, environmental policies).  |

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| **Current Employer** | **Name of Employer-** Qingjian Group of companies (Chinese company)**(Construction of distribution systems-world bank project.** |
|  **Job Title** Quality Control Officer and English Teaching | **Years with the Employer**; 29/01/2024 |
| **From** | **To**  |
| 01/2024 | Uptodate | **Contact Personnel**Contractors Representative-Patrick Zengeza | **Contact Number**+26662261635 |
|  **ROLES AND RESPONSIBILITIES** |
| * Conducting inspections on the quality of workmanship at the end of every phase of activities (Campsite Establishment, Surveying, excavation, bedding, pipe laying, blanket and backfill).
* Monitoring of compaction tests on site.
* Ensuring that quality’s product and services are maintained according to the Clients.
* Preparing and implementing action plans to close out audit findings.
* Ensuring that all inspection, measuring and test equipment on construction sites are checked according to quality standards (e.g. calibration certificates etc.).
* Communicating preservation of product and services both at campsite and on site.
* Maintaining all SHEQ Management documented information and are easily accessible to users (risk assessments, daily plans, weekly plans, quality checklists, Health & safety checklists, environmental checklists).
* Managing Quality Control on Civil Materials in the Laboratory.(labelling of samples, handling and storage of samples, recording of results, reporting)
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| **SKILLS AND ABILITIES** |
| * Manage time effectively.
* Able to practice leadership skills and manage conflicts.
* Adapt successfully to changing situations and environment.
* Work confidently within a team.
* Flexible and cooperative at all times.
* Very resourceful and able to work on own initiative.
* Professional approach and excellent planning.
* Excellent in both verbal and written communication.
* Able to encourage and engage other team members.
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| **HOBBIES** |
| * Reading motivational books
* Hiking.
* Gardening.
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