

The Dunes
Beacon Bay
East London

Dear Sir/Madam

APPLICATION FOR POSITION: Estate Manager / Caretaker

I would like to bring to your attention what I believe my special attributes are that I can bring to your business.

Qualification

I have obtained my certification in Electrical Installation in 1983.

Experience

I have been working in the Maintenance Management environment for most of my life and am very skilled in electrical installations.

More information with regards to the duties I fulfilled is in the CV, but, in a nutshell, my experience includes:

- Farm Manager – Dairy
- Maintenance Electrician
- General Maintenance Management (includes Building, Plumbing, Structural, Automation CCTV, Damp, Irrigation, Access Control, Fencing, Roof Repair and Maintenance)
- Technical Advisor and Sales Representative
- Transport Manager
- Qualified Telkom Electrician

Competencies

I am a multi-skilled person in the electrical, instrumentation and process control environment and general maintenance. I enjoy working with my hands. I can work alone or in a team. I am dedicated, loyal and trustworthy.

I work well under pressure and have the ability to keep calm in stressful situations.

Attributes

- The experience that I gained thus far, taught me how to work with people at any level. I have good people skills and interpersonal relationships with various levels of employees.
- I have a positive, can do attitude and am a good team player (with the ability to take leadership when necessary).
- I am a hard worker. My reference checks will confirm my commitment to excellence.

Attached, please find my CV. I can provide letters of recommendation and proof of certificates if needed.

Yours sincerely

DEON DE VILLIERS

Personal Details

Full names	Deon Christiaan de Villiers
Identity Number	5505205089081 Available on request
Contact Number & email address	Cell number 082 2214 792 or deondevilliers457@gmail.com
Gender	Male
Nationality	South African
Marital Status	Single
Language	Afrikaans (1 st language); Fluent in English
Drivers Licence	Code A and EB Forklift (3ton) license Skippers license (Category E-Vessel)

Education Details

HR Solutions, Inkezo	Operation of lift trucks NQF Level 03 (2014)
Skills Resource group	First Aid level 1 (2015)
SARANIN	Basic Fire Fighting Certificate (2015)
Kempton Park Technical College	National Technical Certificate Science NTC3 – N3 (1983)
PE Technical College	National Technical Certificate 1 (1983)
High School: Andrew Rabie	Grade 10 (1982)
Computer Literacy	MS Word, Excel (Basic)

Work History (Current and past - from latest)

Job Title: Company/Department: Contact person: Core Tasks / Duties:	Maintenance Manager Rennow Trading Renata Luppnow – 073 235 2153 <ul style="list-style-type: none"> • Management of staff • Placing orders and dispatched to all projects • Management of all tools and dispatching to all projects • Quotations on all projects • Facilitated and attended site meetings • Technical adviser to the CEO • Technical drawings
Period of service:	Jan 2016 – Nov 2018 (Business closed down)
Job Title: Company/Department: Contact person: Core Tasks / Duties:	Maintenance Electrician International Flavours and Fragrances (IFF) Leon Byrne (Site Engineer) – 082 904 6263 <ul style="list-style-type: none"> • Installations, fault finding and repair work • Maintenance work in all areas on the following: Control panels, Electrical cables, Switch gears, Diosno pots, Homogenisers, Nautica

	<p>mixers, Shakers, Agitators, Compressors, Boilers, Lights, P.L.C, On high shear mixers, Variable speed drives and variable frequency drives.</p> <ul style="list-style-type: none"> • Wash flavour plant • Building B Boards from scratch • Installation and maintenance on telephone network • Building control panels for homogenisers, shakers etc. <p>IFF is rated "ex de 11C T4 and IP65 and safe area's (Explosion and flame proof areas)</p> <p>Jan 2013 – 2016 (Retrenched – downsized)</p>
<p>Period of service:</p>	
<p>Job Title: Company/Department: Contact Person:</p>	<p>Technical Adviser and Sales Representative Advance Flexible Solutions Wayne Dye (Owner)</p>
<p>Core Tasks / Duties:</p>	<p>Sales of:</p> <ul style="list-style-type: none"> • Automation, Instrumentation- and air products • All types of testing instruments • Electrical and mechanical tools • Building control panels for air knives
<p>Period of service:</p>	<p>Jan 2012 Jan 2013 (Company closed down)</p>
<p>Job Title: Company/Department: Contact person:</p>	<p>Farm Manager Rieko Boerdery RiekertKotze (owner) 082 774 9830</p>
<p>Core Tasks / Duties:</p>	<ul style="list-style-type: none"> • Managing feeding programs for animals • Maintaining good milking production under staff • Treatment of animal for ailments and illnesses • Started the farm from scratch, did all the plumbing, irrigation, electrical installations. • Maintenance around the farm, buildings, fences, et cetera
<p>Period of service:</p>	<p>Jan 2010–Jan 2012(Better career opportunity)</p>
<p>Job Title: Company/Department: Contact person</p>	<p>Transport Manager M & A Logistics Morne Fourie</p>
<p>Core Tasks / Duties:</p>	<ul style="list-style-type: none"> • Maintain log sheets, managed tyres and diesel • Organised loads for trucks and transport • Accident reports • Repairs on trailers • Building maintenance • Electrical maintenance, plumbing, installation and maintaining of Electrical fencing and gate automation.
<p>Period of service:</p>	<p>Jan 2008 – Jan 2010 (Personal reasons)</p>
<p>Job Title: Company/Department: Contact person:</p>	<p>Instant Lawn Farm Manager Nulane investments Lukas Janse van Rensburg (Owner) – 082 446 0326</p>

<p>Core Tasks / Duties:</p>	<ul style="list-style-type: none"> • Soil preparation • Planting, harvesting of sobs • Running the nursery all repairs on irrigation systems • Repair and maintenance on electrical cables and switch gear • Managed staff members • Sales of sobs, plants and trees
<p>Period of service:</p>	<p>Jan 2005– Dec 2007 (Better career opportunity)</p>
<p>Job Title: Company/Department: Contact person:</p> <p>Core Tasks / Duties:</p>	<p>Assistant Transport Manager Madison Freightliners Rocky Snell (Director) 011 – 310 1750</p> <ul style="list-style-type: none"> • Managed driver log sheets • Managed diesel for vehicles • Ensure accounts for diesel was up to date • In charge of the following: <ul style="list-style-type: none"> • Management of tyres, Transport permits for Drivers, Arranged roadworthy certificates and licensing of vehicles. Driver sleep outs, Overtime and accident reports. Minor repairs on cellular phones and minor repairs on trailers. • Tacho graphs • Occupation health and safety representatives. • Managed Security and tyre staff
<p>Period of service:</p>	<p>Jan 2002 – 2005 (Better career opportunity)</p>
<p>Job Title: Company/Department: Contact person:</p> <p>Core Tasks / Duties:</p>	<p>Technical Adviser and Sales Representative Durbanville Audio and Radio Neil de Villiers</p> <p>Sales and repairs on appliances</p>
<p>Period of service:</p>	<p>Jan 2000 – Jan 2002 (Company closed down)</p>
<p>Job Title: Company/Department: Contact person:</p> <p>Core Tasks / Duties:</p>	<p>Qualified Telkom Electrician Telkom SA Doepie Dupisane</p> <ul style="list-style-type: none"> • Maintenance of cable network, installation • Fault finding on underground and above ground cables • Occupation health and safety officer • Provided training to new employees
<p>Period of service:</p>	<p>Jan 1984–Jan 2000 (Move to Cape Town)</p>

Deon Christian de Villiers

Objective I wish to find permanent employment in a field where I could apply all my skills and competencies.

Developed Abilities I have been fortunate to develop a wide variety of skills and competencies that will stand me in good stead for any job that I apply for. These abilities are:

- Electrical installations, maintenance and repair work in safe zones and in Flame proof areas, (EX de II T4) and (Dip 20/21) [LVN],
- Plumbing Installations, maintenance and repair work,
- CCTV (Samsung) installations and repair work,
- Gate automation (Centurion, ET, DTS, HANSA) and Access control installation and repair work,
- Irrigation Systems Installations and maintenance ,
- Alarm Systems (IDS) installations and repair work,
- Electrical Fences (Gallagher, Nemtek) installation, repair work,
- Roofs and covered parking installation and repair work,
- Damp sealing walls and roofs,
- Paint work,
- Building and structure maintenance ,
- Wooden houses and decks maintenance work,
- Boiler maker jobs,
- Animal Ail treatments and preventions of sicknesses,
- Dry wall Systems installations and repair work,
- Ceiling and Cornice installation and repair work,
- Tyre management, damages and costing,
- Telecoms network (Copper) installations, maintenance and repair work,
- PABX- Siemens, Phillips, BTS, DPS, PTS, Octo Phone systems installations and repair work,
- HDTV and DSTV installations,
- Process control sensors in the automation field (Process control),
- Condition of Plant and soil for the production of instant lawn sobs,
- Milking Machines (Dairy Master) maintenance and repair work,
- Homogenisers maintenance and repair work,
- Electrical control panels for VSD'S or VFD'S and homogenisers. Build and commission to requirements,
- General maintenance work in offices and on office furniture,
- PA Systems installation and maintenance,
- Sound mixing for music concerts,
- Video Production, making of,
- Music bands in concerts and outreaches, various tasks and activities,

- Stage productions ,Various tasks and activities,
- Writing various Safety Operational Procedures and Production Operational Procedures for and on control panels for VS Drives,
- Drawing various technical drawings for buildings and floor plans, steel structures and brackets and fittings, control panels and general requirements.
- Supervisory position on the following trades within the building and construction trades: tilers, plumbers, painters, electricians, builders and plasters, gutter and down pipe installations, and Roofs and roof rafters assembling teams.
- Solar panel installations 2.0KVA

Experience I have extensive experience in various fields, and have enjoyed working:

- (1) Electrical (LVN) grids,
- (2) Farm animals in various stages of production and the dairy production line,
- (3) Animal feeding programs from day one of their births,
- (4) Welding, cutting and grinding to build, rebuild and alter various existing structures,
- (5) Building renovations inside and outside of buildings,
- (6) Fitment of geysers and water reservoir,
- (7) Roof fitments, roof tiles and galvanised steel sheets,
- (8) Building dry wall offices with doors and windows,
- (9) Hanging pictures and curtains on walls,
- (10) Replacing broken toilets and wash basins,
- (11) Borehole pumps and irrigation pipelines, fitting and outlets, Three phase or single phase,

2016-2018 Rennow Trading Boksburg
Maintenance Manager

Duties:

- Management of staff
- Placing orders and dispatched to all projects
- Management of all tools and dispatching to all projects
- Quotations on all projects
- Facilitated and attended site meetings
- Technical adviser to the CEO
- Technical drawings

Reason for leaving: business closed down.

2013-2016 International Flavours and Fragrances Isando
Maintenance Electrician

Duties:

- Installations, fault finding and repair work
- Maintenance work in all areas on the following: Control panels, Electrical cables, Switch gears, Diosno pots, Homogenisers, Nautica mixers, Shakers, Agitators, Compressors, Boilers, Lights, P.L.C, On high shear mixers, Variable speed drives and variable frequency drives
- Wash flavour plant

- Building B Boards from scratch
- Installation and maintenance on telephone network
- Building control panels for homogenisers, shakers.
IFF is rated "ex de 11C T4 and IP65 and safe area's (Explosion and flame proof areas)

Reason for leaving: Retrenchment.

2010-2012 Rieko Farm Delmas
Farm Manager

Duties:

- Managing feeding programs for animals
- Maintaining good milking production under staff
- Treatment of animal for ailments and illnesses
- Started the farm from scratch, did all the plumbing, irrigation, electrical installations.
- Maintenance around the farm, buildings, fences, et cetera

Reason for leaving: better career opportunity.

2008-2010 M&A Logistics Johannesburg
Transport Manager

Duties:

- Maintain log sheets, managed tyres and diesel
- Organised loads for trucks and transport
- Accident reports
- Repairs on trailers
- Building maintenance
- Electrical maintenance, plumbing, installation and maintaining of electrical fencing as well as gate automation.

Reason for leaving: Personal.

2005-2007 Nulane Investments Bapsfontein
Instant Lawn Farm Manager

Duties:

- Soil preparation
- Planting, harvesting of sobs
- Running the nursery all repairs on irrigation systems
- Repair and maintenance on electrical cables and switch gear
- Managed staff members
- Sales of sobs, plants and trees

Reason for leaving: Better career opportunity.

2002-2005 Madison Freightliners Midrand

Assistant Transport Manager**Duties:**

- Managed driver log sheets
- Managed diesel for vehicles
- Ensure accounts for diesel were up to date

In charge of the following:

- Management of tyres
- Transport permits for Drivers
- Arranged roadworthy certificates and licensing of vehicles
- Driver sleep outs
- Overtime and accident reports.
- Minor repairs on cellular phones
- Minor repairs on trailers.
- Tacho graphs
- Occupation health and safety representatives
- Managed Security and Tyre staff

Reason for leaving: Better career opportunity.

2000-2002 Durbanville Audio and Radio Durbanville
Technical Advisor and Sales Representative

Duties:

- Appliance sales
- Repairs on appliances

Reason for leaving: Company closed down.

1984-2000 Telkom SA Gauteng
Qualified Telkom Electrician

Duties:

- Maintenance of cable network, installation
- Fault finding on underground and above ground cables
- Occupation health and safety officer
- Provided training to new employees

Reason for leaving: Moved to Cape Town.

Qualifications	2015	First Aid Level 1	Skills Resource Group
	2015	Basic Fire Fighting Certificate	SARANIN
	2014	Operation of Lift Trucks NQF 03	HR Solutions, Inkezo
	1983	National Technical Certificate Science NTC3 (N3)	Kempton Park Technical College
	1983	National Technical Certificate 1	Port Elizabeth Technical College

Computer Literacy

MS Word

Excel (Basic)

Languages

Afrikaans

English

Computer Literacy

I am proficient in MS Word and Excel (Basic) and have used these extensively in my career.

Driver's License

I possess both an A and EB license. In addition I have a 3 ton Forklift license, as well as a Skipper's license to operate a Category E Vessel.

Referees

The following people have agreed to act as my referees:

Ms Renata Luppnow

Owner

Rennow Trading

Tel. 073 235 2153

renata@rennow.co.za

Mr Leon Byrne

Site Engineer

International Flavours and Fragrances

Tel. 082 904 6263

E-mail:leon.burne@iff.co.za

Mr Riekert Kotze

Owner

Rieko Boerdery

Tel. 082 774 9830

Mr Lukas Janse van Rensburg

Owner

Nulane Investments

Tel. 082 446 0326