

**Curriculum Vitae  
Of  
Thando Rejoice Bhiya**

0845740729 mobile

bhiyathando@gmail.com

SECTION 1: PROFILE & PERSONAL DETAILS	
VALUE PROFILE	I am a middle professional with advanced computer skills, laboratory work experience, research and development, Molecular skills and food safety management systems; I am aspiring to learn further within all aspects of the design. I have firm sense of responsibility and a capacity to work hard under pressure. I possess good verbal and written communication skills and am able to relate to a wide range of people.
PERSONAL DETAILS	
Surname	Bhiya
First Names	Thando Rejoice
Known as	Thando
ID Number	9005161030085
Date of birth	16-May-1990
Gender	Female
Number of dependants	1
Home language	Siswati
Other languages	Ndebele, Pedi, English, Afrikaans, Zulu, Sotho and Tswana
Drivers Licence	Code 10 (C10)
Health	Good
Citizenship	South African by birth.
Marital Status	Single
Race	African
Availability (notice period)	One month.
Criminal record	none
SECTION 2: CONTACT DETAILS	
Cell phone	0845740729
Other no	0795713214
E-mail address (private)	bhiyathando@gmail.com
Postal address	Biosystematics Building, R573 Kwamhlanga road, ARC PPRI, Roodeplaat, Pretoria 0186
Residential address	Pretoria, Gauteng, South Africa
SECTION 3: EDUCATION / QUALIFICATIONS	
Tertiary education	<b>University of South Africa</b> Masters of Science in Life Sciences March 2017 to date  <b>Tshwane University of Technology</b> B-TECH degree in Biotechnology 2014-2015 Major Subjects: Environmental Biotechnology, Industrial Biotechnology, Research methodology, Research Statistics, Recombinant DNA Technology.  <b>Tshwane University of Technology</b> National Diploma in Biotechnology 2008-2012

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	Major Subjects: Bio-Processing, Microbiology, Biochemistry, Sanitation safety and Hygiene, Food Microbiology and Analytical chemistry
Other courses found Competent in.	<ul style="list-style-type: none"> <li>✓ ISO:17025 Laboratory management systems course, October 2016, SANAS</li> <li>✓ Facilitator, Assessor and Moderator learning programme: July 2016 HRD</li> <li>✓ Fungal Taxonomy Course: June 2016 Agricultural research Council</li> <li>✓ Molecular Biology course: March 2016 Agricultural Research Council</li> <li>✓ ISO 22000:2005, Food safety management systems course-: FOODBEV SETA 2013</li> </ul>
Secondary education	<p>Kwandebele Science School Passed Grade 12 with merit. 2007</p> <p>Subjects: English, Sepedi, Afrikaans, Physical Science, Mathematics, Biology.</p>

## SECTION 4: PERSONAL AND ACQUIRED SKILLS

Computer / IT Skills	Advanced level of Computer literacy: Ms PowerPoint: Ms Word: Ms Excel Problem solving, Information acquisition & critical thinking Assertive and self-motivated Ability to work under pressure, comfortable working on my own or as part of a busy team.
Personal & Acquired Skills	Planning, time management & analytical skills Good Presentation and report writing skills Good service orientation Good communication, facilitation skills & ability to keep confidentiality Attention to details and customer focus Self-starter with ability to use initiative

## SECTION 5: WORK EXPERIENCE

<b>COMPANY 1 – Name of company</b>	<b>Agricultural Research Council</b>
<b>Company profile</b>	<b>Research Institute, (Plant Protection Research Institute)</b>
<b>Position</b>	<b>Research Technician</b>
<b>Start - Month / Year</b>	<b>November 2015 to date</b>
Responsibilities	<p><u>ISO 17025 Laboratory management system Implementation</u></p> <ul style="list-style-type: none"> <li>❖ Assistant Technical Manager <ul style="list-style-type: none"> <li>• Assist in Drafting of SOP's for analysis.</li> <li>• Manage Equipment maintenance and servicing, including record keeping</li> <li>• Training of new Personnel In the laboratory</li> <li>• General laboratory management, maintenance and finances</li> <li>• Management of laboratory stock, loading of store requests or purchase requisitions.</li> <li>• Monitoring use and updating of stock control.</li> <li>• Following up with Supply chain management on goods that have been ordered.</li> </ul> </li> </ul>

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- Arranging of laboratory and project meetings.
- Asset control in the laboratory and offices.

## Diagnostic services:

- Actively Accurate analysis of all customer's samples from a variety of industries with strict adherence to validated test methods developed by ARC, and ensure that accurate and precise results are released within the specified lead times.
- Accessioning of new jobs for diagnostic services
- Processing of samples (plant material, soil, biocontrol products etc.)
- Replating of cultures for DNA extraction, for morphological identification or for PPRI collection)
- performing Single spore isolations
- Performing DNA extraction and PCR
- Sending away DNA for sequencing and processing of blast sequence data.
- Compiling of monthly reports
- Record keeping, lab book
- Monitoring student laboratory duties

## Research:

- Literature review for own study.
- Writing of Project proposal (introduction, aims, materials and methods, anticipated outcome)
- Data generation (PCR, sequencing, microscopy)
- Writing of progress reports
- Writing of Non-peer reviewed publications.

## Training (workshops/courses):

- Preparation of practical material and manuals for courses
- Arranging Venue set-up for courses
- Presenting lectures for theory and practical courses
- Conducting with student training

## Scientific status

- Co-supervising of Nat Dip students
- Literature review of small project for Nat Dip student

## Health and safety active SHE representative

- Monitoring of waste management in the labs.
- Safety officer and Fire officer, conducting of safety inspections and internal auditing writing and submit monthly OHS reports.
- Attending of OHS meetings
- Providing of health and safety training to Mycology staff and students.

## National Collections of Fungi – Curation and maintenance

- Mounting and curation of new deposited specimens
- Generating of labels for new PREM specimens and adding labels to correct document.
- Depositing own research material or isolates in PREM or PPRI
- Responsible smooth running of herbarium
- Data basing of new accessions or existing entries verified and updated.

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<b>COMPANY 2 – Name of company</b>	<b>Pick n Pay Supply chain</b>
<b>Company profile</b>	<b>FMGC</b>
<b>Period</b>	<b>February 2015 To October 2015</b>
<b>Position</b>	<b>Quality control Team Leader</b>
<b>Responsibilities</b>	<p><u>Performance Management</u></p> <ul style="list-style-type: none"> <li>Effectively supervising and motivating the team to achieve the department's objectives.</li> </ul> <p><u>Costs control</u></p> <ul style="list-style-type: none"> <li>Assessing quality claims from stores and ensure that feedback is given to relevant parties.</li> <li>Assessing and reporting on the quality and SLED of Stock On Hand.</li> <li>Ensuring short turnaround time for inspections.</li> </ul> <p><u>Manage &amp; Maintain Quality Control</u></p> <ul style="list-style-type: none"> <li>Conducting start of shift meetings</li> <li>Communicating quality control department performance on notice boards.</li> <li>Attend operational team meetings</li> <li>Reporting of all operational and/or quality issues to the QC manager whilst ensuring a good flow of communication between QC and Operational teams.</li> <li>Monitoring stock rotation and condition of any stock carried over and to communicate regularly with demand planners, buying team, inventory team &amp; and food technologists.</li> <li>Maintaining GDPs and facilitate GDP inspection on site.</li> <li>Ensuring that all refrigeration and other equipment is calibrated and accurate at all times.</li> <li>Signing off all daily shift reports.</li> <li>Maintaining the integrity of the checks done during shifts.</li> <li>Ensuring same day handling of store returns/rejects/complaints and product recalls in conjunction with functional manager/ inventory team</li> <li>Ensuring the accurate and timely completion of all quality forms – e.g. Shelf life, final inspection, GDP etc.</li> <li>Organising the disposition of non-conforming products and ensure compliance with all customer codes, standards and requirements according to the waste management BP.</li> <li>Ensuring that non-conformance report is send to all relevant stakeholders.</li> </ul> <p><u>Safety Audits &amp; Assessments</u></p> <ul style="list-style-type: none"> <li>Carrying out of audits and assessments on site when required.</li> <li>Adhering to quality assurance policies and procedures.</li> <li>Continuously assessing Food Safety documentation.</li> <li>Adhering to policies and procedures which relate to day to day activities.</li> <li>Conducting monthly one on ones with the shift teams.</li> </ul>

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	<u>Customer intimacy</u> <ul style="list-style-type: none"> <li>Implementing and maintaining key relationships with customers and suppliers.</li> <li>Handling of customer complaints and requested quality assessments and providing feedback</li> <li>Ensuring that the quality of service is provided to customer as well as product quality is of required quality.</li> </ul>
<b>COMPANY 3 – Name of company</b>	<b>Pick n Pay Supply chain</b>
<b>Company profile</b>	<b>FMGC</b>
<b>Period</b>	<b>November 2011 to January 2015</b>
<b>Position</b>	<b>Quality control Officer</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>❖ Inspecting all incoming products according to standards and legislative requirements to ensure that quality standards are achieved.</li> <li>❖ Ensuring that vendor level of inspection is up to date and passed on to the receiving team.</li> <li>❖ Assuring that the products are in good quality, safe for human consumption and meet required specifications.</li> <li>❖ Verification of equipment's on weekly basis</li> <li>❖ Compiling quality reports and assessments and making sure that they are send out to all the relevant recipients.</li> <li>❖ Data recording of all incoming products (i.e.) temperature checks and quality checks.</li> <li>❖ Assuring food safety and quality awareness in order to establish develop and implement a comprehensive programme at all levels in within the food chain.</li> <li>❖ Conduct supplier food safety and Quality Audits for vendors supplying into the Distribution Centre.</li> <li>❖ Tracking of supplier performance through trending of non-conformances during audits and daily deliveries, in conjunction with the Supplier Relationship Teams.</li> <li>❖ Ensure adherence and commitment of the quality and food safety management systems by service providers, labour brokers and contractors</li> <li>❖ Consolidate customer quality complaints for corrective actioning and improvements.</li> <li>❖ Rejecting of products than are non-conforming to specification</li> </ul>
<b>COMPANY 4 – Name of company</b>	<b>Agricultural Research Council</b>
<b>Company profile</b>	<b>Research Institute (PPRI)</b>
<b>Period</b>	<b>2013 January to 2015 July (Part time)</b>
<b>Position</b>	<b>Research student (in-service training and B-TECH Project)</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>❖ Media preparation</li> <li>❖ Fungal culture preparation, identification and preservation</li> <li>❖ Sterilization of apparatus</li> <li>❖ Molecular work, DNA extraction and PCR</li> <li>❖ Maintenance of laboratory stock and stock taking</li> <li>❖ Good laboratory practice- safety compliance</li> <li>❖ Processing and labelling of material</li> <li>❖ Disposal of used cultures, biological waste and chemical waste</li> <li>❖ Assisting with most research work.</li> </ul>

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- ❖ Disposal of waste (used tips, gels)
- ❖ Packing tips and sterilization of tip boxes
- ❖ Preparation of buffers
- ❖ Data capturing of herbarium records
- ❖ Reporting results of analysis

**SECTION 6: REFERENCES**

Name	Occupation	TEL. NUMBER
Dr Mariette Truter	ARC Senior Researcher	0128088281
Dr Elna van der Linde	ARC Senior Researcher	0128088000
Mrs Zandile Thobane	Quality Control Manager	0115744588/ 0834747229