
Curriculum Vitae

Of

Gert Oberholster

Biographical Data

Name: Gert Hendrik

Surname: Oberholster

Date of birth: 28 Augustus 1969

Age: 43

Identity No: 6908285026082

Gender: Male

Marital Status: Divorced

Dependents: 8 Year old Son

Nationality: South African

Home Language: Afrikaans

Other Languages: English
Zulu

Drivers License: EC1 (Code 10)

Health: Excellent

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Education

Qualification:	Postgraduate Diploma in Project and Programme Management (NQF Level 7)
Institution:	Cranefield Business College of Project & Programme Management
Year completed:	September 2003
Modules completed:	M1 – Project Management: Creating, Implementing and Improving * M2 – Organizational Improvement through Programme Management ** M3 – Organizational Quality and Performance Management ** M4 – Balanced Scorecard based Corporate Strategy * M5 – Creating High Performance Project & Process Teams* M6 – Project & Programme Financial Investment Decisions * Distinctions ** Distinction and Best Student M3
Special Accomplishment:	
Eventual Qualification:	BSc Honours Degree in Industrial Technology and Management (in progress) (NQF Level 7)
Institution:	PMI (The Production Management Institute of Southern Africa (Pty) Ltd.
Year completed:	In progress
Modules completed:	Entrepreneurship (15 credits)* Industrial Technology and Innovation (15 credits) Marketing Management (15 credits) Total Quality Management (120 credits)
Qualification:	Warehouse Management Diploma (with Distinction)
Institution:	Damelin Management School
Year completed:	July 2000
Awards:	Top of the Class Student, Top Management School Student
Qualification:	Network+ Certified Professional Certification
Institution:	IT Torque
Moderator:	CompTIA
Completed:	August 2002
Qualification:	A+ Certified Professional Certification
Institution:	IT Torque
Moderator:	CompTIA
Completed:	June 2001
Eventual Qualification:	N4
Institution:	Centurion FET College
Period:	November 2000
Subjects completed:	Supervision N4 Logic Systems N4 Computer Principles N4
Qualification:	Matric
Institution:	Empangeni High School
Year completed:	1987
Subjects completed:	Afrikaans (HG) English (HG) Mathematics (SG) Science (SG) Accountancy (SG) Business Economics (SG)

Courses completed during employment

- HBDI Postgraduate Professional Development, Facilitating, Learning and Assessment course at Tshwane University via the Production Management Institute with Dr. Pieter Du Toit.
- Toyota Production Systems at TSAM in Durban = Kaizen Champion.
- Brose Continuous Improvement with Dr. Schewick.
- Brose Production Systems with Dr. Schewick.
- Value Stream Mapping (Supply Chain Optimization) with Dr. Shewick.
- Industrial Engineering (Work Study, Improvements, Creating Work Standards, Production Optimisation).
- Cost reduction projects on Toyota, Volkswagen, BMW and Mercedes production lines.
- Failure Mode and Effect Analysis (FMEA) risk management basics.
- Leadership Empowerment.
- Management Empowerment.
- Train the Trainer: Facilitation and Presentation skills.
- TIQMS TS16949 Requirement course (Automotive Product and Service quality).
- TIQMS Global D9 Problem Solving course (Ford).
- TIQMS ISO 14001 Requirements course.
- Martis DXX Basic Technician Course.
- MS Excel Basic & Intermediate Courses.
- MS Word and Power Point.
- Curwen Communications Formal Writing Course.
- R&V Forklift Training.
- Electronic Soldering Course (Centurion College).

Work Experience

Current Employer: Self Employed by Own Business called Step Across Training

Position: Director, Lecturer, Assessor, Moderator, Trainer, Course Developer

Period: March 2007 to date

Duties:

- Management duties as Director of Step Across Training; including project supervision, financial management, marketing liaison, quality management and strategic decision making.
- Setting standards for internal Quality Management System and compliance with merSETA requirements. I am audited yearly in order to keep accreditation.
- Assess prospective company training and development needs and provide improvement solutions.
- Provide training courses depending on customer requirements and available budget.
- Ensure that service levels are high and that continuous improvement is taking place.
- Develop new training and education material according to SAQA unit standards.
- Develop customer specific training material and align to SAQA standards if required.
- Provide work study and on the line job improvements, like method, time and layout studies.
- External Auditor for BCEA/LRA legal compliance in association with a labor law advocate.
- Currently negotiating the development of a new NQF 4 Supervisor Development Certificate for the Engineering Council of South Africa in conjunction with SAAMA. I believe the current standards need to be raised and a stronger emphasis needs to be placed on productivity and cost reductions.

Previous Part Time Employer: PMI (The Production Management Institute of Southern Africa (Pty) Ltd.

Position: Contract Lecturer, Assessor, Moderator, Trainer.

Period: March 2007 to date (Part Time; mainly on Saturdays)

Duties:

- Provide training courses over a 5-week period or full day courses depending on customer requirements.
- Certified at PMI to present all of their NQF 2, NQF3, NQF 4, NQF 5 and NQF 6 courses.
- Lectures provided at customer site or PMI Training Offices in Kempton Park.
- Preparation, moderation and marking of 3 tests, 2 Assignments and 1 Exam per course.
- I am a SETA Registered Assessor, so I also do ABET and other outcomes based assessments.
- **Courses presented more than once to date:**
 - Quality Skills (NQF 4)
 - Quality Tools & Concepts (NQF 4)
 - Total Quality Management (NQF 4)
 - Business Skills (Finance) (NQF 4)
 - Human Resource Management (NQF 4)
 - Logistics Skills (NQF 4)
 - Stores & Stock Control (NQF 4)
 - First Line Management (NQF 4)
 - Production Skills (NQF 4)
 - Production Planning & Control (NQF 4)
 - Productivity & Work study (NQF 4)
 - Mathematics (NQF 4)
 - Production Management 1 (NQF 5)
 - Quality Skills 1 (NQF 5)
 - Logistics 1 (NQF 5)
 - Human Resources 1 (NQF 5)
 - Project Planning & Control (NQF 6)
 - Human Resource II (NQF 6)
 - Supply Chain Management 1 (NQF 6)
 - Production Management II (NQF 6)
 - Logistics Management II (NQF 6)
 - Supply Chain Management II (NQF 6)
 - Quantitative Methods (NQF 6)
 - Quality Management II (NQF 6)
 - Human Resources III (NQF 6)
 - Production Management III (NQF 6)
 - Quality Management III (NQF 6)
 - Total Quality Management (NQF 7)
 - Integrated Applications Projects at all levels.
 - Various Quality Improvement (Kaizen) workshops at different companies.
 - **ABET** assessments to verify level of education.
 - Portfolio of Evidence (POE) training/assessments (NQF 1 - 4).
- **Completed the following training courses as part of being a lecturer/trainer:**
 - Train the Trainer: Facilitation and Presentation skills.
 - ETDP SETA accredited Assessor (conduct outcome based assessment i.d. 115753).
 - ETDP SETA accredited Moderator (conduct outcome based assessment US: 115759).
 - Higher Brain Dominance Indicators; facilitation specialist course at University level.
- **Developed the following courses:**
 - **Lean Manufacturing:** Introduction to Lean Manufacturing; Value Stream Mapping; 21 Steps to Kaizen; Root Cause Analysis; Total Productive Maintenance; Maintenance Management for Supervisors. Currently busy with Reliability Centered Maintenance (RCM).
 - **Supervisor Development:** Leadership Skills; First Line Management; Total Quality Management; Statistical Process Control; Time Management.
 - **Industrial Relations:** Conducting a Disciplinary Enquiry; Train the Initiator.
 - **Pneumatics:** 3 Day practical course using scale model equipment and software.
 - **Hydraulics:** Work in Progress with Engineer at BMW in Rosslyn.

Previous Employer: R.G. Brose SA
Position: Assistant Production Manager
Period: 1 October 2004 to 30 September 2007

Duties:

Managed the production process of seven Automotive Assembly production lines. These included end customers BMW, Mercedes Benz, Volkswagen, Toyota and Ford. This was done by focusing on the following:

- Resource management: Supervise and motivate 65 staff members.
- Counseling & Disciplinary actions. Recruit, interview and appoint new staff.
- Develop skills & provide training to staff.
- **In-house Training provided:**
 - Induction Training; consisting of Health and Safety and Environmental Training (ISO14001).
 - Production Systems – The Toyota Way in order to introduce the implementation of Lean.
 - Specific Quality Issues at RG Brose; like: JIT supply; Optimization; Value creation.
 - In service training (production, quality and logistics) in specific working areas.
- Motivation: Encourage employee innovation and participation. Created a sense of belonging.
- Technical management: Liaised with development and engineering department to properly plan existing line maintenance. I gave inputs in planning new design and layout of production lines.
- Total Quality Management: Liaised with QM department to effectively implement and maintain ISO14001 standards regarding environmental control i.e.: greasing, air pollution, water and waste pollution. Also reduced rework and scrap by making use of “not right first time” program. I was involved in TS16949 implementation. Improved works instructions and safety aspects with Quality Manager.
- Continuous Improvement: Streamlined processes, optimized staff, time studies, waste reduction studies. Created work standards using work study methods. Balanced production (Line Balancing).
- Value Stream Mapping (process and supply chain optimization). Slow JIT implementation.
- Logistics management: Ensured that material is available according to production schedule at all times. Ensured that finished goods were properly packed and ready for shipment to customer.
- Production planning and scheduling: Calculated daily and weekly customer requirements and ensured that staff is placed correctly to achieve maximum output (capacity optimization).
- Customer service: Represented the company during regular customer visits (Toyota Durban; VW Uitenhage; Mercedes Benz East London; BMW Rosslyn).
- Problem solving: Analysed problems by Ishikawa Root Cause Analysis and **9M** method

Previous Employer: Grintek Telecom (Engineering Division)

Period: 21 August 2000 to 30 September 2004

Position: Repair Process Manager (21 August 2000 to 30 September 2004)

Duties: Managed repair process of 14 x products: Tellabs 8100, Focus LX, and Tellabs 6350 range, Synchronization, MultiGainWireless, Verso, Inet, Juniper, Nortel, British Telecom, Thales, Hughes Networks, Hypercom, and Stratex. This was done by focusing on the following:

- Supervision of 6 x sub-ordinates.
- Technical management: Tested data/voice equipment to determine fault status. Did local repairs.
- Total Quality Management: Ensured good quality of outgoing products and incoming materials.
- Logistics management: Inventory receiving, repair shipment and return (import and export) of faulty equipment on delivery note, sales order and purchase order.
- Ensured that the fastest possible turn around time & lowest repair pricing from suppliers was achieved.
- Ensured that subordinates process inventory transactions according to procedures.
- Controlled repair stock/spares.
- Project management: Planning & Control of cost and turnover on all repair projects.
- Created & implemented effective procedures and encouraged continuous improvement and innovation.
- Financial management: Reported progress to management at monthly meetings.
- Annual budget and Capex planning.
- Customer Service: Ensured on-time delivery within Service Level Agreements.
- Assisted with specifications and terms of Service Level Agreements for example turn around times, warranty and delivery times to internal and external customers.
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Previous position at Grintek Telecom:

Technical Warehouse Controller (21 August 1998 to 20 August 2000)

Duties:

- Receiving, checking, sorting of inventory stock/spares.
 - Ensuring delivery of project-related equipment to internal & external customers.
 - High level of planning/cooperation with the project department.
 - Supervising two sub-ordinates, allocating tasks & duties and motivation.
 - Product Warehouse Controller with specialized knowledge of Nortel Product Range & WAN products knowledge.
 - Stock control; in charge of storage systems and methods.
 - Advised on purchasing and economic order quantities (min/max stock levels).
 - After hours standby for Maintenance and Installation Departments in case of spares requirements.
 - Knowledge of Racal, BT, Nortel and Passport Products.
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Previous Employer: Rowley Morgan Engineering
Position: Contractor: Fitter & Operator
Period: May 1994 to August 1998
Duties:

- Mechanical fitter, steel fabrications, maintenance, pipefitting, welding.
 - Construction work at the following Richards Bay companies:
 - Alusaf Bayside & Hillside Smelter
 - Mondi Craft
 - Richard Bay Minerals
 - Portnet
 - Richards Bay Coal Terminal
 - Involved with store/logistics function – collect required materials and tools.
 - Driving to various sites with material and staff.
 - Ensuring on time delivery of products and services.
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Previous Employer: Iscor Vanderbijlpark
Position: Operator
Period: March 1990 to May 1994
Duties:

- Overhead Crane Driver
 - Forklift Driver
 - Machine operator
 - Exports Clerk. Prepared export documents; gained some knowledge on Incoterms
 - Mechanical repairs and maintenance on machines & equipment
 - Receiving, packing & dispatching of various types of steel plates and checking specifications
 - Convey raw material from store to production line
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Previous Employer: 1 Special Service Battalion
Bloemfontein
Period: 4 February 1988 to 19 December 1989

Duties: Ratel and Eland Driver, 90mm Gunner, Radio-Operator,
One year border duty in Namibia

Special Achievements: Two Commendation Certificates, One Medal

Computer Literacy

Conversant with the following programs:

- MS Word
- MS Excel
- MS Outlook
- MS Power Point
- Internet Explorer
- Lotus Notes
- JD Edwards
- Tellabs 8100 Node Manager
- Easy Label

General

Present outside interests: Scuba diving, gym, swimming, studying, reading about various philosophies and psychology.

Objectives/Competencies

- To be a productive part of a professional, goal-orientated team and leading them to success.
- My competencies include good people skills, excellent presentation skills, team player, problem solving skills, a very strong sense of discipline and urgency, creativity, adaptability, a high degree of numeracy, accuracy, analytical ability, and computer skills. It is my goal to work in an environment where I can link these competencies to the objectives of the company and add value to the organization.
- To develop my intuitive and planning abilities. This will be a valuable contribution at the strategic level.
- To use my leadership abilities to develop myself and those around me into a successful part of an organization and society. I like to learn and also to teach.
- Meyers and Briggs (MBTI) profile: **ENTJ**. Very good with planning, organizing and team building. Willing to learn and very cooperative. Good communicator and listener, understanding human nature.
- Neethling Brain Profile: Strong left and right brain active; results are available on request.
- Blake & Mouton Leadership Grid: Strong on production and output but also on team and human focus.