

Stefan Oosthuizen

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green catering & events

Corporate | Hospitality | Sport | Celebration

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LOGISTICS MANAGER

Reason for leaving: Retrenchment – Company sold to Life Brand
2 May 2017 – 10 December 2020

Duties:

- Responsible for all aspects of logistics including staff and vehicle management.
- Managing all distribution channels within the financial needs of the company.
- Tasks include managing and scheduling workloads, resources, and activities needed to complete all inbound and outbound shipping on a daily basis.
- Monitor reports of all logistics issues and their activities.
- Coordinate all vehicle and driver activities and internal transportation with shipping schedules. Control all receiving / shipping documentation and all activities required to process and complete all transactions, per established procedures and policies
- Responsible for all stocking activities receiving and accurately track and maintain inventory integrity. Responsible for all order filling activities required to complete all transactions per established procedures and policies.
- Ensure all Occupational Safety and Health Association (OSHA) and Company safety and security standards and guidelines are adhered. HACCP, SOP, SMS.
- Responsible for all training required for all employees to effectively and efficiently perform their jobs
- Complete all performance reviews, identify development plans for advancement, and initiate corrective or disciplinary action for employees as needed.
- Complete and control all paperwork, per established process or updates, and completes tasks using the warehouse management system
- Ensure all shipments are processed and controlled using manifest systems or other shipping controls Pack shipments to ensure minimal damage during transit
- Manage the loading procedure delivery trucks or freight companies.
- Responsible for the safe operation and use of any material handling or distribution equipment.
- Budget control and reporting thereof to top management.
- Initiate effective productivity activities and develop procedures to peak performance.
- Manage productivity through goal achievement.
- Meet, obtain and contract service providers within the budget needs of the company.
- Risk management assessment on a weekly basis.



WAREHOUSE AND DISTRIBUTION MANAGER Reason
for leaving: Company closed Dates: Nov 2012 – Jan 2017

Duties:

- Monitors storage and inventory to meet supply requirements and control stock levels.
- Track all movements of supplies and finished goods, and ensures re-ordering and re-stocking at optimal times.
- Liaises with other departments (production, sales, etc.) and customers concerning outward goods requirements and associated forwarding transportation.
- Directs the recording of purchase, storage and distribution transactions.
- Manages the activities and performance of staff
- Establish and improve strategies within distribution environment.
- Lead and motivate teams, leading by example and implementing difficult change initiatives.
- Demonstrate leadership, interpersonal, and communication skills.
- Able to motivate all levels of employees with keen business judgment, professional competence, credibility, flexibility and personal integrity.
- Strong and proven ability to communicate effectively with all levels of customers, employees, co-workers and suppliers.
- Strong attention to detail; Analytical skills.
- Demonstrated organizational ability and follow-through as well as a strong ability to adapt to change

Responsibilities:

- Manages product distribution to wholesale distributors, distribution centres and retail chains.
 - Receiving control of incoming raw material and non-perishable materials.
 - OHSA, implement safety regulations, maintain of safety training, HACCP, WMS.
 - Manages fleet and maintenance.
 - Shipment routes planning, ensuring delivery reach destinations on time
 - Acting as Buyer – Purchasing and negotiating
 - Directs a logistics division with separate departments for receiving, warehousing, and shipping.
 - Employment, disciplinary hearings, CCMA.
 - Supply Chain Management – Caledon / Stellenbosch / JHB
 - Coördinate airport logistical agencies – SKY / DHL / SAA Cargo / Morgan Cargo
 - As a member of the company's management team, meetings are held with marketing and production departments to ensure that new products reach the right markets at the optimal time.
 - PnP, Spar, WW Audits
-



STORE SUPERVISOR

Reason for leaving: Temp Contract (Bergriver Personnel)

Dates: March 2012 – Oct 2012

Duties:

- Responsible for all aspects of both the receiving and shipping functions within an RFC - specifically case goods for equipment and supplies. Receiving includes put away activities and Shipping includes order filling activities for these distribution channels
 - Tasks include managing and scheduling workloads, resources, and activities needed to complete all inbound receiving and outbound shipping on a daily basis
 - Monitor reports for expected receipts and in-transit shipments and pick releases, open order reports and other reports necessary to track daily work volumes and activities
 - Coordinate all truck activity with carriers and internal transportation department and establishes receiving and shipping schedules
 - Control all receiving / shipping documentation and all activities required to process and complete all transactions, per established procedures and policies
 - Responsible for all stocking / put away activities required to complete receiving and accurately track and maintain inventory integrity and storage areas
 - Responsible for all order filling activities required to complete all transactions per established procedures and policies
 - Ensure all Occupational Safety and Health Association (OSHA) and Company safety and security standards and guidelines are adhered transactions and activities are thoroughly Quality Control checked throughout each process, per established procedures and policies
 - Complete all performance reviews, identify development plans for advancement, and initiate corrective or disciplinary action for employees as needed
 - Complete and control all paperwork, per established process or updates, and completes tasks using scanners within the warehouse management system
 - Complete and control all paperwork, per established process or updates, and completes tasks using scanners within the warehouse management system
 - Ensure all shipments are processed and controlled using manifest systems or other shipping controls
 - Pack shipments to ensure minimal damage during transit
 - Palletize and load product onto carrier trucks, freight companies, delivery trucks, etc.
 - Responsible for the safe operation and use of any material handling or dock equipment; i.e., forklift, pallet
-



WAREHOUSE AND DISTRIBUTION MANAGER
Reason for leaving: Company Merger / Retrenchments
Dates: May 2008 – Dec 2011

DUTIES:

- Monitors storage and inventory to meet supply requirements and control stock levels.
- Track all movements of supplies and finished goods, and ensures re-ordering and re-stocking at optimal times.
- Liaises with other departments (production, sales, etc.) and customers concerning outward goods requirements and associated forwarding transportation.
- Directs the recording of purchase, storage and distribution transactions.
- Manages the activities and performance of staff
- Establish and improve strategies within distribution environment.
- Lead and motivate teams, leading by example and implementing difficult change initiatives.
- Demonstrate leadership, interpersonal, and communication skills.
- Able to motivate all levels of employees with keen business judgment, professional competence, credibility, flexibility and personal integrity.
- Strong and proven ability to communicate effectively with all levels of customers, employees, co-workers and suppliers.
- Strong attention to detail; Analytical skills.
- Demonstrated organizational ability and follow-through as well as a strong ability to adapt to change.
- Demonstrated ability to work in a fast paced, dynamic environment.
- Ability to think "outside the box" and challenges the status quo. Ability to think strategically.

RESPONSIBILITIES:

- Manages product distribution to wholesale distributors, distribution centres and retail chains.
 - Receiving control of incoming raw material and non-perishable materials.
 - Manages fleet and maintenance.
 - Shipment routes planning, ensuring delivery reach destinations on time
 - Directs a logistics division with separate departments for receiving, warehousing, and shipping.
 - Employment, disciplinary hearings, CCMA.
 - As a member of the company's management team, meetings are held with marketing and production departments to ensure that new products reach the right markets at the optimal time. Getting a product to a market on time and at low cost is crucial to its success in competitive retail fields, especially around the holiday season.
 - PnP, Spar, WW, Checkers Audits
-

Studies

<i>Completed 2013</i>	Supply Chain Management – University of Cape Town
<i>In-house course:</i>	Warehousing Management / Stock Management
<i>In-house course:</i>	MOD/ BOD Restaurant business management
<i>Certificate of completion:</i>	Customer Service (Communication)
<i>Certificate of completion:</i>	CompTIA A+, N+ 2007 and Systems
<i>Certificate of completion:</i>	SITA Intermediate MOUS
<i>Workshop completion:</i>	Von Holy Consulting – HACCP
<i>Certificate of completion:</i>	Key Skill for Effective Management
<i>Certificate of completion:</i>	Occupational Health and Safety
<i>Certificate of attendance:</i>	Juta Labour Relations Workshop
<i>Incomplete course</i>	UNISA LLB (3 of 4 years completed)
<i>Certified Course:</i>	Dept Health Canada - Food Safety Competency
<i>Voluntary Course:</i>	Dept Health Canada – Adult CPR + First Aid
<i>Voluntary Course:</i>	Dept Health USA – Food Technology
<i>Diploma course 1999:</i>	Personnel and Training Management / Industrial Relations
<i>Commercial High School (now Parow High) – Matric 1993</i>	



JOHNS HOPKINS
UNIVERSITY

06/11/2020

Stefan Oosthuizen

has successfully completed

COVID - 19 Contact Tracing

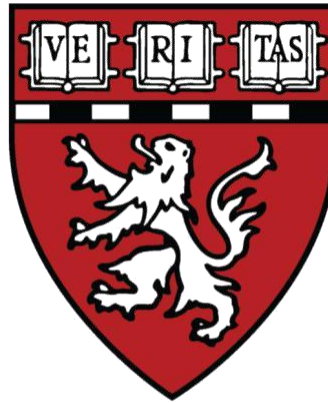
an online non-credit course authorized by Johns Hopkins University and offered through
Coursera

COURSE
CERTIFICATE



Verify at coursera.org/verify/Q8523DD7K9C3

Coursera has confirmed the identity of this individual and
their participation in the course.



HARVARD MEDICAL SCHOOL

Certifies that

Stefan Oosthuizen

has participated in the enduring material titled

Mechanical Ventilation for COVID-19

June 11, 2020

This activity was designated for 3.00 AMA PRA Category 1 Credit™

Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME®)
to provide continuing medical education for physicians

Ajay K. Singh, MBBS, FRCP, MBA

Senior Associate Dean for Postgraduate Medical Education



Learner Achievement Verification

This is to certify that the management of Alison has decided to award Stefan Oosthuizen living in South Africa the certificate of completion in Understanding Supply Chain Risk Management - Revised 2018.

Learner Details



Name: Stefan Oosthuizen

E-mail: djbraai@gmail.com

Country: South Africa



Course and Result



80%

Study Time
1:02:03

Understanding Supply Chain Risk Management - Revised 2018

This course will first introduce you to the aim of the Supply Chain Risk Management (SCRM) . It will discuss the changes and effects that a supply chain network might face when a supply chain disruption occurs in its ecosystem. You will learn what makes up a Supply Chain Ecosystem and study the different risk sources that may impact a supply chain. You will also look into cyber security which poses the biggest risk to supply chain connectivity.

Modules Studied

Module 1: Module 1: Supply Chain Risk Management

Module 2: Course assessment



Learner Achievement Verification

This is to certify that the management of Alison has decided to award Stefan Oosthuizen living in South Africa the certificate of completion in ISO 45001:2018 - Principles of Occupational Health and Safety Management Systems.

Learner Details



Name: Stefan Oosthuizen

E-mail: djbraai@gmail.com

Country: South Africa



Course and Result



90%

Study Time
0:33:58

ISO 45001:2018 - Principles of Occupational Health and Safety Management Systems

This free online course will first introduce you to the Occupational Health and Safety Management Systems and ISO 45001:2018 OH&SMS standard. You will learn its publication and the important terminology used in ISO 45001:2018. You will learn how the ISO 45001:2018 OH&SMS provides a vigorous set of processes for improving workplace safety in the area of global supply chains.

Modules Studied

[Module 1](#): Module 1: Fundamentals of Occupational Health and Safety Management Systems

[Module 2](#): Module 2: Requirements of an Occupational Health and Safety Management System

[Module 3](#): Module 3: Performance Evaluation and Improvement

[Module 4](#): Course assessment



Learner Achievement Verification

This is to certify that the management of Alison has decided to award Stefan Oosthuizen living in South Africa the certificate of completion in Food Safety and Hygiene in the Catering Industry.

Learner Details



Name: Stefan Oosthuizen

E-mail: djbraai@gmail.com

Country: South Africa



Course and Result



84%

Study Time
1:00:18

Food Safety and Hygiene in the Catering Industry

This course will first introduce you to food safety and food hygiene. You will study the groups that are vulnerable to foodborne diseases as well as learn the signs and symptoms of these diseases. The course will then discuss the key facts and figures of food law that can help you work safely and productively. You will learn how food contamination and spoilage occurs, ways to prevent food contamination, and the responsibilities of food handlers.

Modules Studied

Module 1: Module 1: Food Safety and Food Hygiene

Module 2: Module 2: HACCP

Module 3: Course assessment



The University of Cape Town

hereby certifies that

Stefan Oosthuizen

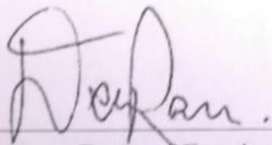
successfully completed a 84 student hour short course (not NQF-rated) in

Supply Chain Management

presented by

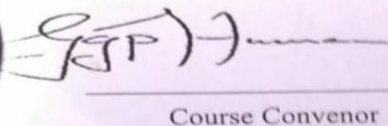
GetSmarter

on 5 December 2013



Dean of Faculty





Course Convenor

nouvelle



Reg. No. 2005/007845/07 / VAT Reg. No. 4410 221420 / GGN 4050373294090
P.O. Box 2210, Stellenbosch, 7601 / 3 Lapan Street, Tenantville, Stellenbosch, 7600
Tel: 021-887 5593 Fax: 021-886 9047 (Stellenbosch)
Tel: 072 617 5813 / Fax: 086 574 8114 (Gauteng)

31st January 2017

ATTENTION: MR / MRS

CERTIFICATE OF SERVICE:

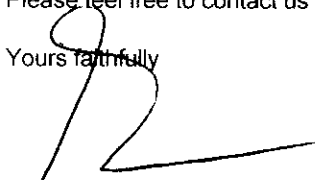
STEFAN OOSTHUIZEN

I, Schalk De Beer, Managing Director of Nouvelle Mushrooms (Pty) Ltd in the farming industry, situated at 3 Lapan Street Tenantville Stellenbosch, declare the following:

- a) Stefan Ooshuizen, with identity number **741128 5138 089** was in the employment of Nouvelle Mushrooms (Pty) Ltd from **22nd November 2012** until **31st January 2017**.
- b) Stefan was employed in the capacity of warehouse manager and his duties entailed the following:
 - Control of all stock and stock systems.
 - Ordering of raw materials.
 - Warehouse packing instructions.
 - Control of cold truck routes and drivers.
 - Checking of delivery notes and truck packing lists.
 - Waste control and waste management.
 - Monitoring of trucks en route
 - Wage register for all pack house staff.
 - Coordination of all air freight shipments between CPT and JHB.
 - Coordination of all road freight between the farm and Stellenbosch.
- c) Upon termination of the employee's services, the employee was earning a gross salary of **R14 394.00** (**FOURTEEN THOUSAND THREE HUNDRED AND NINETY FOUR RAND**) per month.

Please feel free to contact us if any additional information is required.

Yours faithfully



.....
S. DE BEER
082 453 8886



green catering & events

Corporate | Hospitality | Sport | Celebration

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info@greencatering.co.za

www.greencatering.co.za

@greencatering1

@greencateringsa

facebook.com/www.greencatering.co.za



CERTIFICATE OF SERVICE

To whom it may concern

We, declare the following:

- a) Stefan Oosthuizen, with identity number 741128 5138 089 was in the employment of Up The Lane t/a Green Catering + GBake. from 2 April 2017 until 10 December 2020.
- b) Stefan was employed in the capacity of Logistics Manager
- c) His duties entailed the following:
Control of all Logistical systems
Management of all vehicle and personnel in the department.
Fleet management, Fuel budget control, Budget and expenditure
HACCP, SOP, HSA control and waste management.
Wage control and recruiting when necessary.
Coordination of all road and air freight shipments.
Report on all KPI's and Training needs.
Risk management. Dealing with insurers and brokers.
Responsible for business operations where needed.
- d) Upon retrenchment of the employee's services, the employee was earning a gross salary of R15 000 per month.

Yours faithfully

The Directors

Directors: R Fourie | M Gruttner | R Rooknodien | Registration No.: 2015/450063/071 Vat 4870123611
Up the Lane (Pty) Limited t/a Green Catering & Events & GBake. Unit 5 – Apollo Park – Marconi Road – Montague Gardens 7441