

# CURRICULUM VITAE

Colette Pretorius

Human Resource Manager

## Personal Information

Nationality : South African  
Date and Place of Birth : 05 December 1977, Sishen, South Africa  
Language Skills : Afrikaans and English  
Position in the Firm : Human Resource Manager

## Educational and Professional Status

Qualifications	Courses/Conferences
1995 : Matric	2012 : Tender Submission Course

## Specialization

Human Resource & Tender Submissions

## Employment History

2010-04-01 – Present	: Secelec Consulting Engineers (PTY) Ltd – HR Manager
2007-01-03 – 2010-03-31	: Heritage Insurance Brokers – Underwriter
2002-03-05 – 2007-12-31	: Svenlec Electrical – Office Administrator
2000-04-03 – 2002-02-28	: Dr Hurter – Chair Assistant
1996-01-03 – 200-03-31	: Kelly – Temporary Positions

## Background

Background

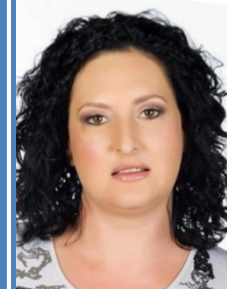
Colette Pretorius has been involved in the following:

- Managing of all staff related matters including Letter of Appointments and salaries.
- Overseeing the BEE verifications as well as implementing ISO standards within the company,
- Completing of all tenders and drafting of JV and other agreements.

## Major Projects Undertaken Recently

Colette is supervising all project related documentation

- Kimberley Mental Health
- Potchefstroom Prison
- Glen College
- Monaghan Farm
- Cecilia Makhiwane Hospital
- CUT
- Security Fences and Gate Houses at 27 Prisons



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*I confirm that the  
information contained  
in my Curriculum Vitae  
is correct*

Signature

Date

