



# NICOLE MAIN

## CONTACT

069 374 6253

Nicolemain35@gmail.com

Walmer, Port Elizabeth Eastern

Cape, 6006

## LANGUAGES

English

Afrikaans

## SKILLS

- Microsoft Office Excel

2007 – Intermediate

- Skills Workshop – Sage VIP
- Payroll Basic Training workshop day 1 – Sage VIP
- Payroll Basic Training workshop day 2 – Sage VIP
- Management training on Computer time & attendance system – Uniclox
- Employment Equity workshop – Sage VIP
- Personnel history workshop – Sag VIP

## PROFILE

I am hard working, driven and a fast learner. I work well under pressure as well as with deadlines. Always giving a 100% in my work as well as my appearance and environment. I take pride in my duties and always work according to a goal or an achievement.

My objective is always to learn from everything I do and give 100% to achieve my goals one at a time, always aiming for a better more successful future.

## EDUCATION HISTORY

### **Grens Primary School, 2005 - 2006**

Standard 4 – Standard 5

### **Grens High School, 2007 - 2009**

Standard 6 – Standard 8

### **University Of Cape Town (UCT) Online, 2024 - Current**

Adult Matric

## WORK EXPERIENCE

### **Expense Clerk, Hardware Warehouse, April 2010 – May 2013**

- Paying expenses at the head office
- Paying and compiling expenses for 18 branches
- Organizing accommodation, payments for management
- Running requests for all branch office equipment

### **HR Administrator, Siyavuya Power Projects, October 2013 - July 2015**

- Preparing and paying wages
- Preparing and paying staff rentals
- Disciplinary actions

- B-BBEE Revised codes 2014
- Integrated Management

System Auditors – AKA

- Advanced Accident Scene Investigation – Skills Academy
- NEC3 - Contracts

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## INTERESTS

Spending time with family

Walking on the beach or admiring nature

Animal rescue has always been an interest for me

- General HR administration & management of all staff information
- Site staff management (time, attendance and disciplinary)
- Hiring of staff via recruitment agents

### **Project Co-Ordinator, Siyavuya Power Projects, July 2015 – June 2018**

- Manage all material and general project admin
- Counting information sheets required
- Ordering material (getting quotes, ordering and issuing)
- Material reconciles for management and clients
- Progress reports
- Processing invoices and relevant supporting documents
- Making sure required paperwork is submitted to consultants and for all the work that has been done and completed on site
- Preparing invoices / claims to submit to Eskom
- Following up on invoices and claim payments
- Preparing tenders and complication for submission
- Cash flow projections
- Variation orders
- Hand overs
- Any other duties instructed to carry out by senior management

### **Cost Analyzer & Working Co-Ordinator, Carbo Ferrum, April 2019 – February 2020 (same owners as Siyavuya Power Projects)**

- Creating of any new documents for running jobs
- Crating and revising job cards
- Creating and updating job lists and costing
- Managing job costs
- Managing and approving orders for jobs over a certain amount
- Adding job costs into breakdown sheets created by myself
- Giving reports on costs
- Material and steel costing
- Order approvals

### **Project Co-Ordinator, Siyavuya Power Projects, February 2020 – December 2023**

- Doing the same duties and more as I was before at this company, last year

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in the month of February I was asked to return to Siyavuya Power Projects as a Project Co-Ordinator and currently I am still working for this company and recently moved to the Western Cape to work on a new 400kv line project. I have relocated back to East London in November 2022 to the Head Office as the project has ended, furthermore still doing Project

- Management from Head Office of Siyavuya Power Projects

**Project Co-Ordinator, Siyavuya Power Projects, March 2024 – December 2024** (now working on a contract basis per available projects)

- Doing the same duties and more as I was before at this company, last year in the month of February I was asked to return to Siyavuya Power Projects as a Project Co-Ordinator and currently I am still working for this company and recently moved to the Western Cape to work on a new 400kv line project. I have relocated back to East London in November 2022 to the Head Office as the project has ended, furthermore still doing Project
- Management from Head Office of Siyavuya Power Projects
- Provide support to the PM on the contractual administration of
- each allocation.
- Submission and maintenance of monthly project invoices
- Monthly SDL&I
- Develop and administer health and safety Files while maintaining all legal compliance.
- Procurement and tracking of project material/orders.
- Compiling of tender submission.
- Project Documents Control
- Assist the project Manager in overseeing the SMME Tender
- process.
- Project -specific payments

**Business Development Officer, Heico Project Management – December 2024 - May 2025**

- Tender compiling
- Pricing of tenders
- Price sourcing

GEREGISTREERDE WOON- EN POSADRES

Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie!

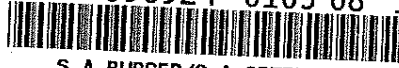
2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek- distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional district office of the DEPARTMENT OF HOME AFFAIRS.

I.D.No. 930324 0109 08 1



S.A.BURGER/S.A.CITIZEN

VAN/SURNAME

MAIN

VOORNAME/FORENAMES

NICOLE

GEBORTEDISTRIK OF LAND/  
DISTRICT OR COUNTRY OF BIRTH

SUID-AFRIKA

GEBORTEDATUM/  
DATE OF BIRTH

1993-03-24

DATUM UITGEREIK  
DATE ISSUED

2009-08-18

UITGEREIK OF GESAAG VAN DIE  
DIREKTEUR-GENERAAL  
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE  
DIRECTOR-GENERAL:  
HOME AFFAIRS





*This is to certify that*

*N MAIN*

*9303240109081*

*has*

*Successfully completed the  
Integrated Management System Auditors  
Course*

*(ISO 9001:2008, ISO 14001:2004,  
OHSAS 18001:2007)*

*On 23<sup>th</sup>-25<sup>th</sup> April 2014*

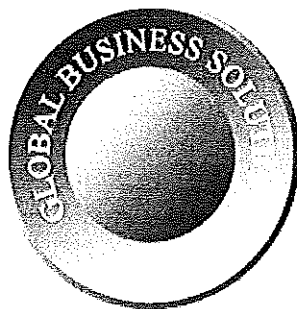
*Certificate number: 2507*

*Training Manager*

*ETDP Seta number 24931*

*OHS, EMS, QMS lead auditor*

*IRCA certification no: 1183476*



## *Certificate of Attendance*

This is to certify that

**Nicole Main**

9303240109081

has attended a

**B-BBEE Revised Codes 2014 Workshop**

**Richard Ryding**

Facilitator

**9 Dec 2013**

Date

**GBSEL 7747**

Certificate Number

awarded to

*Nicole Main*

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for the successful completion of

**Payroll Basic Training workshop Day 1**

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Ansie Snyders

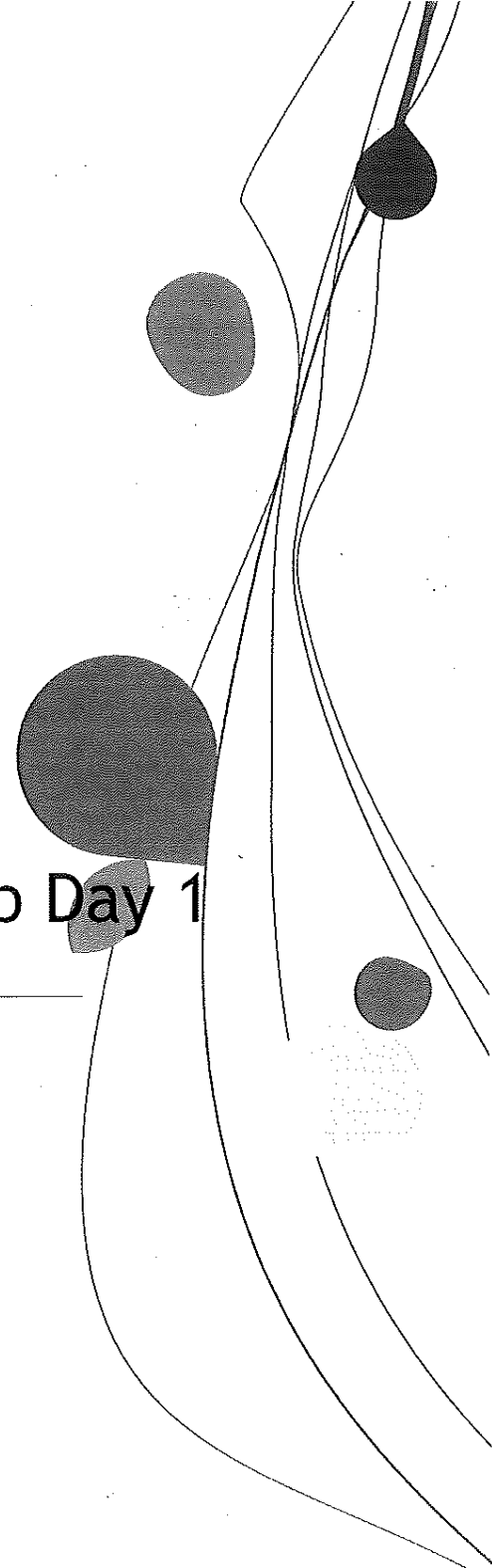
Head of Department: Training

19/11/2013

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Date

**Sage VIP**



awarded to

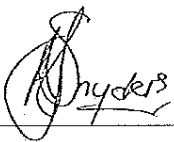
*Nicole Main*

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for the successful completion of

**Payroll Basic Training workshop Day 2**

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Ansie Snyders

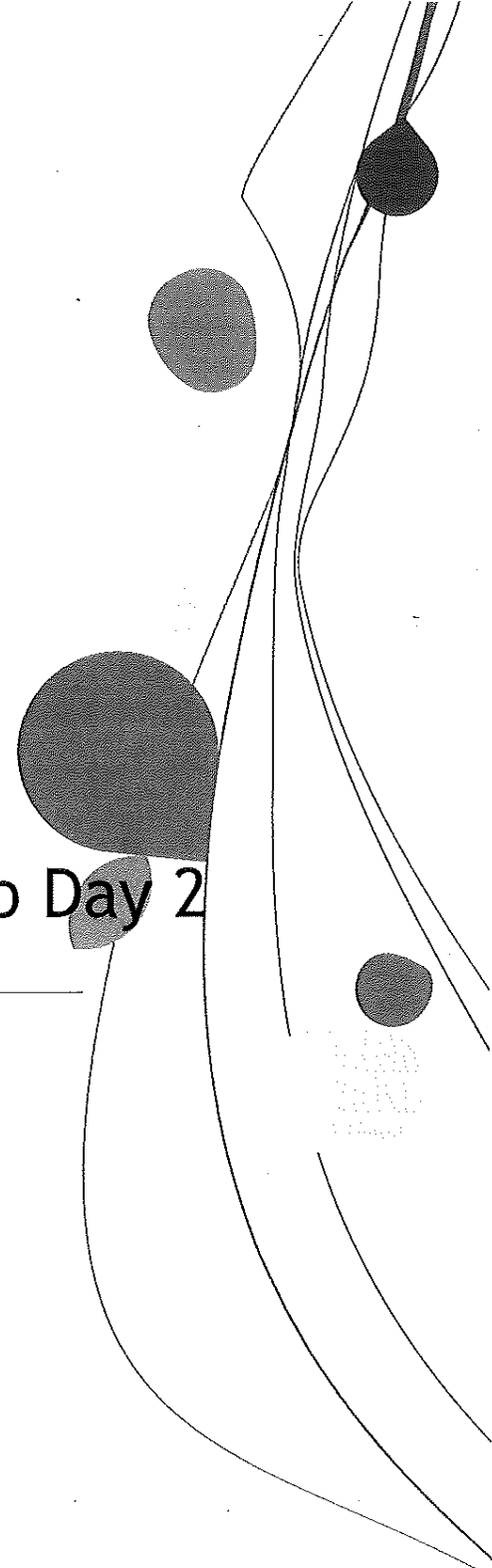
Head of Department: Training

20/11/2013

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Date

**Sage VIP**



awarded to

*Nicole Main*

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for the successful completion of

**Personnel History Workshop**

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Ansie Snyders

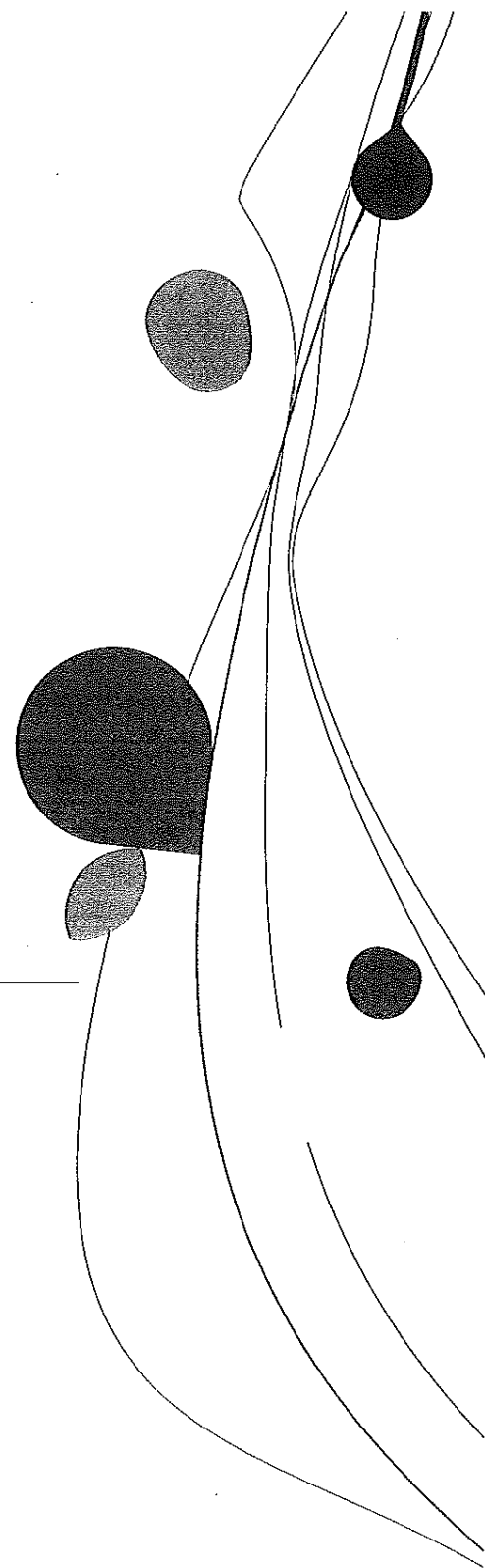
Head of Department: Training

10/12/2013

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Date

**Sage VIP**



awarded to

*Nicole Main*

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for the successful completion of

**Personnel History Workshop**

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Ansie Snyders

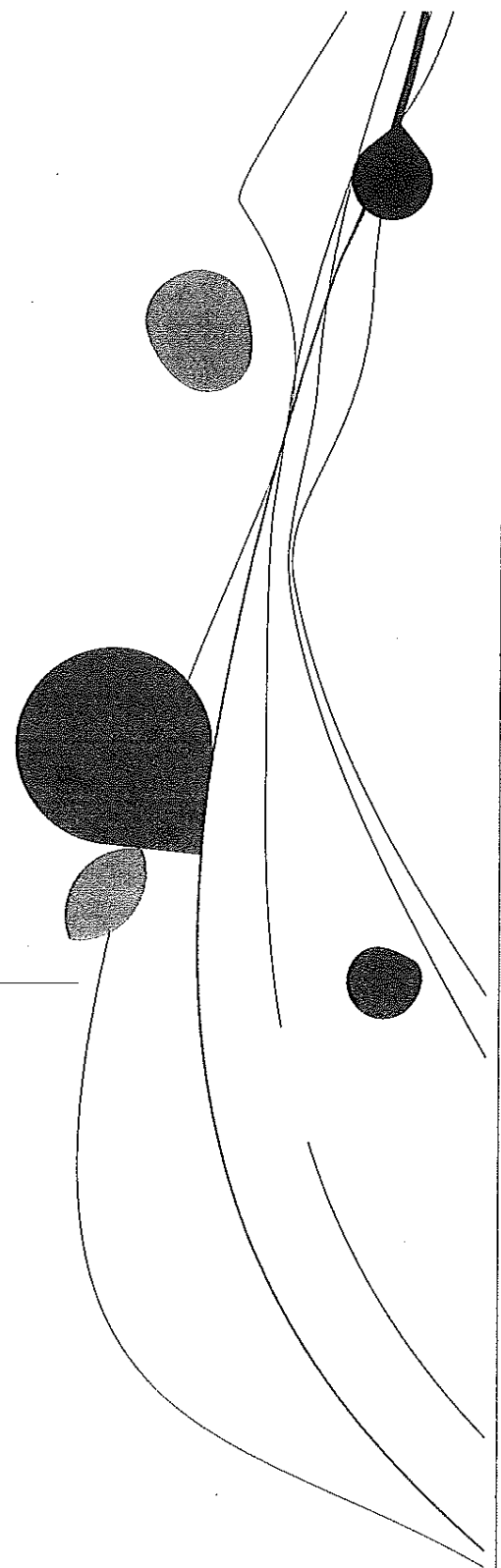
Head of Department: Training

10/12/2013

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Date

**Sage VIP**





# CERTIFICATE

This is to certify that

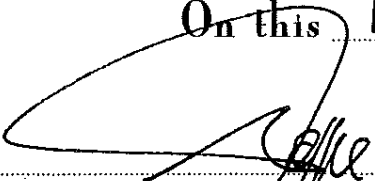
NICOLE MAIN

has completed a Management  
training course on

Computerised Time & Attendance System

VISION UNIQUE

On this 18<sup>TH</sup> day of OCTOBER 2013

  
Managing Director

  
Training Officer