December Michael Bembe

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Objective

Experienced administrator and security professional with 2 years in operations, facilities support, and access control. Strong in coordination, documentation, and stakeholder communication. Proven ability to improve efficiency maintain compliance in dynamic environments. Key strengths include administration, safety protocols, client liaison, and incident reporting. 2021 Bachelor's in Government, Administration and Development with demonstrated capability to manage tasks with accuracy and professionalism.

Experience

- **Self-employed** 2006 - Currently working
  General worker
  • Grass cutting, lawn maintenance and general outdoor sanitation
  • Leaf raking and garden upkeep to enhance curb appeal for clients
  • Scheduling client appointments and invoicing to maintain cash flow
  • Ensured equipment safety checks and proper maintenance of lawnmowers

- **Edwin Construction Pty ltd** 21/03/2013 - 30/01/2014
  General worker
  • Coordinated site cleanliness and material handling for major projects
  • Operated utility vehicles (bypass/ water tanker) ensuring safe onsite movement
  • Supported logistics and supply management
  • Documented daily site activities for supervisor review and compliance
  • Collaborated with team to execute safety procedures and daily toolbox talks

- **Bidvest protea coin** 01/06/2023 - 12/02/2025
  Security officer/Dog handler

  • Led access control and patrol operations for site security, ensuring 100% incident-free shifts in the last quarter
  • Implemented daily security log and incident reporting
  • Managed dog-handling duties and on-site safety compliance, coordinating with supervisors for routine drills
  • Supported audit readiness by maintaining accurate visitor and activity records

Education

- **UNISA** 2018
  Higher certificate in Abet

- **UNISA** 2021
  Bachelor of arts in government, administration and development

- **Advance Risk Solutions** 2021
  Security certificate Grade C,D,E

- **PlaySA Online** 2019
  Grade 1-3 Play base learning course Grade A

Skills

- • Access control • Patrolling • Incident reporting • Security audits • Safety compliance • Document management • Log maintenance • Client liaison • Scheduling • Equipment safety checks • Grounds maintenance • Lawn care • Water tanker operation • Bypass vehicle operation •Dog handling • Communication • Team collaboration • Problem solving • Attention to detail • Time management • Customer service • Adaptability

Job Description

- Pack, loading and unloading materials

• Cleaning up worksites from debris and machinery
• Helping erect scaffolding and ladders
• Handling and transporting materials
• Perform other related work as required by supervisors
• Maintain workshop in a clean and orderly manner

Interests

- Surfing and browsing through internet * Reading books * Watching and reading news * Watching soccer and hockey

Languages

- • Read- English, isiZulu, isiNdebele, seSotho, isiXhosa • Write- English, isiZulu, isiNdebele, seSotho, isiXhosa • Speak- English, isiZulu, isiNdebele, seSotho, isiXhosa

Reference

- **Gilbert Tshisimba - Edwin Construction**
  Site manager
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- **Gretchen Du Plessis - UNISA, College of Human Science professor: Department of development studies**
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