

## CURRICULUM VITAE – FRANCOIS MOUTON

<b>HOME ADDRESS</b>	House 29 Wilgenhof Complex Louw Street <b>HEIDELBERG</b>	
<b>POSTAL ADDRESS</b>	Postnet Suite # 29 Private Bag X632 <b>HEIDELBERG</b> 1438	
<b>CONTACT DETAILS</b>	082 772 7701                      Cell (Personal) 082 573 9445                      Cell (Spouse) fmasso@mweb.co.za              E mail	
<b>A.PERSONAL DATA</b>		
<b>SURNAME</b>	Mouton	
<b>FIRST NAME</b>	Francois	
<b>IDENTITY NUMBER</b>	630521 5001 089	
<b>DATE OF BIRTH</b>	21 May 1963	
<b>SEX</b>	Male	
<b>MARITAL STATUS</b>	Married                      9 December 1989	
<b>Spouse</b>	Henriette                      10 November 1966	
<b>Children</b>	Andries Petrus                12 Julu 1991	
<b>(Not dependent)</b>	Hendrik Francois             21 June 1994	
	Saretha                        21 June 1994	
<b>NATIONALITY</b>	South African Citizen	
<b>PASSPORT</b>	A08816698                      18 September 2029	
<b>DRIVER LICENCE(S)</b>	402300018ZTG                08 October 2023 Code 8 (EB)                      21 May 1981 Code 11/14 (EC)                14 May 1984	
<b>PROFESSIONAL DRIVER PERMIT (PrDP)</b>	Goods and Passengers              15 October 2020	
<b>SA TOUR GUIDE REGISTRATION</b>	GP 3642                        12 December 2021	
<b>FIRST AID</b>	Level 1 Certificate                02 December 2021	
<b>RELIGION</b>	Dutch Reformed	
<b>HOME LANGUAGE</b>	Afrikaans	
<b>BILINGUAL</b>	Fully bilingual in Afrikaans and English	

## B. EDUCATIONAL QUALIFICATIONS

	<b>Institution</b>	<b>Qualification obtained</b>	<b>Year of qualification</b>
B1	Paul Roos Gymnasium	Standard 10 ( Grade 12)	1981
B2	Stellenbosch University	BA Degree	1987
B3	Rand Afrikaans University	Certificate in Transport	1995
B4	Rand Afrikaans University	Advanced Certificate in Transport	1996
B5	Rand Afrikaans University	Diploma in Transport	1998
B6	University of Cape Town	Certificate in Labour law	2002
B7	Randse Afrikaanse Universiteit	Advanced Diploma in Labour Law	2004
B8	Drumbeat Academy	Certificate in Tourism	2010
B9	FGASA	Field Guide NQF 2	

## C. EMPLOYMENT RECORD

	<b>Employer</b>	<b>Address</b>	<b>Job title</b>	<b>Employment period</b>
C1	Departement of Education And Culture	Private Bag 13186 WINDHOEK 9000	Teacher / Educator	1 January 1988 – 31 December 1989
C2	Ramsauer Transport	P.O.Box 546 SUIDER PAARL 7620	Fleet Manager	1 January 1990 – 31 January 1991
C3	Elwierda Tours	P.O.Box 447 STELLENBOSCH 7599	Operations Manager	1 February 1991 – 31 August 1992
			Technical Manager	1 September 1992 – 30 April 1996
			Depot Manager	1 May 1996 – 31 May 2000
C4	Aptekor Group	P.O.Box 107 CITRUSDAL 7340	General Manager Parmalat Franchises	1 June 2000 - 31 April 2007
C5	Unitrans Fuel and Chemical	P.O.Box 4764 JOHANNESBURG 2197	Contract Manager	1 May 2007 - 31 January 2010

C6	Hylton Ross Exclusive Touring	92 Maple Street KEMPTON PARK 1619	Depot Manager	1 February 2010 – 31 December 2015
C7	Independant Contractor / Freelance	Postnet Suite 29 Privaatsak X632 HEIDELBERG 1438	Indepenant Contractor in Tourism , Events Management and Logistics	1 January 2016 – Current

## **D. WORK RELATED SKILL AND EXPERIENCE**

### **D1 Budget and cost management**

- Expenditure and income input on yearly budget to CFO
- Daily control on expenditure as per budget
- Daily income income as per budget
- Expenditure order book
- Fuel consumption and expenditure against determined perimeters and budget
- Tyre cost per kilometre
- Internal company audits
- Safety and Quality Assesment for Sustainability (SQAS) audits

### **D2 Conferences and logistics**

- Meet and greet of guest at the airport and hotels
- Vehicle route planning
- Vehicle scheduling
- Wellbeing of guests during stay at hotel and conference venue
- Luggage movement

### **D3 Computer skills**

- MS Excel
- MS Word
- MS Powerpoint
- MS Outlook

### **D4 Distribution**

- Picking and packing of customer's order
- Loading of vehicle(s) according to delivery schedule
- Loading of vehicle(s) within maximum mass available
- Compiling of delivery notes
- Compiling of waybills

## **D5 Guiding (Tourism)**

- Conduct cultural tours in South Africa and eSwatini for guests from Hungary, India, Japan, Poland, Sweden, United Kingdom and United States of America.
- Participate in open safari vehicle excursions mainly for Hungarian and Swedish guest.
- The wellbeing of guests whilst on tour

## **D6 Health, safety and risk management**

- Health and safety audits in accordance with Occupational Health and Safety Act
- Correct PPE for staff
- Standard Operating procedures (SOP) for staff
- Route risk analysis
- Workplace risk assessments
- Loading routes and no go areas on tracking
- Monitor live vehicle tracking
- Reports from tracking system
- Accident investigation

## **D7 Human resource management**

- Job specific analysis and job descriptions
- Basic Conditions of Employment Act compliance
- Labour Relations Act compliance
- Employee contracts
- Disciplinary action
- Grievance procedures
- CCMA cases
- NBCRI cases
- Union / wage negotiations
- Skills development

## **D8 Maintenance management**

- Service scheduling
- Preventative management on vehicles and equipment
- Tyre management

## **D9 Staff management**

- Recruiting of drivers
- Driver testing
- Defensive driver training
- Staff induction
- Weekly and monthly staff meetings

## **D10 Stock management**

- Daily stock take and reconciliation in FMCG industry
- Consignment stock control
- Picking and packing as per route schedule
- Correct loading of vehicle
- Goods return as per customer

## **E . REFERENCES**

<b>E1</b>	Mr.Jandre Boshoff	Director : Big 6 Tours and Events	083 234 0408
<b>E2</b>	Mr.Lloyd Robson	Regional Manager: Cullinan Transport	082 318 2700
<b>E3</b>	Mr.Johan Groenewald	Director:Royal African Discoveries	082 773 2544



# Die Universiteit van Stellenbosch

Hiermee word verklaar dat nademaal

FRANCOIS MOUTON

ten opsigte van die driejarige Baccalaureus-graadkursus in die Lettere en Wysbegeerte voldoen het aan al die vereistes soos neergelê in Wet Nr. 37 van 1959 en die Statuut en Regulasies van die Universiteit, die graad

**Baccalaureus in die Lettere en Wysbegeerte (B.A.)**

met al die regte en voorregte daaraan verbonde, by geleentheid van 'n Kongregasie van die Universiteit op

9 DESEMBER 1987

aan HON verleen is.



Stellenbosch

*G. J. van Rensburg*  
REKTOR

*P. R. de Vries*  
KLOINSTRATEUR

9 DESEMBER 1987





DEPARTMENT OF TRANSPORT  
THIS IS TO CERTIFY THAT

*F MOUTON*

HAS QUALIFIED FOR THE

**CERTIFICATE  
IN ROAD TRANSPORT  
(PASSENGERS)**

ADMINISTERED BY THE RAND AFRIKAANS UNIVERSITY

*November 1995*

*K Gardha*

DIRECTOR-GENERAL: TRANSPORT







DEPARTMENT OF TRANSPORT  
THIS IS TO CERTIFY THAT

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**ADVANCED  
CERTIFICATE  
IN ROAD TRANSPORT  
(PASSENGERS)**

ADMINISTERED BY THE RAND AFRIKAANS UNIVERSITY  
*November 1996*

A handwritten signature in black ink, appearing to read "K. Gordina".

DIRECTOR-GENERAL: TRANSPORT





DEPARTMENT OF TRANSPORT  
THIS IS TO CERTIFY THAT

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ROAD TRANSPORT  
(PASSENGERS)



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*November 1998*

DIRECTOR-GENERAL: TRANSPORT







**UNIVERSITY OF CAPE TOWN**  
*with which is incorporated the South African College*

*This is to certify that*

**FRANCOIS MOUTON**

*has participated in and successfully completed  
the certificate course in Labour Law  
at the Institute of Development and Labour Law*

Director  
Institute of Development  
and Labour Law

Dean  
Faculty of Law

**23 August 2002**

.....  
Date



**DIE RANDSE AFRIKAANSE UNIVERSITEIT    THE RAND AFRIKAANS UNIVERSITY**  
verklaar hiermee dat die    hereby certify that the

**GEVORDERDE DIPLOMA IN ARBEIDSREG  
ADVANCED DIPLOMA IN LABOUR LAW**

met studierigting    with field of study

**Arbeidsreg  
Labour Law**

(Studietydperk: een jaar)    (Study Period: one year)  
(NKR 6)    (NQF 6)

toegeken is aan    awarded to

**FRANCOIS MOUTON**

Dekaan (Regte)/Dean Law

Viserektor (Navorsing & Akademiese Bestuur)  
Vice-Rector (Research & Academic Management)

16 APRIL/APRIL 2004  
Johannesburg  
ID 6305215001089





CERTIFICATE OF  
**Qualification Achievement**

*This is to Certify that*

**Francois Mouton**

6305215001089

has successfully achieved the qualification

National Certificate: Tourism: Guiding

NLRD Number: 20155

Credit Value: 208

NQF Level: 4

CHIEF EXECUTIVE OFFICER

Date of Issue : 7 Feb 2014

MANAGER:ETQA

Certificate Number : 613/C/073679

Issued in terms of the ETQA  
Regulations 1127, Reg 9(f), and as  
required by the South African  
Qualifications Authority, established  
by the SAQA Act 58 of 1995

Culture Arts Tourism Hospitality & Sport  
Sector Education and Training Authority

