

CURRICULUM VITAE – Stefan Venter



PERSONAL DETAILS

FULL NAME & SURNAME: Stephanus Marthinus Venter

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DOB: 05/02/1973 **DRIVING LICENSE:** Yes **NATIONALITY:** South African

PSIRA: Registered Member 736816

AREAS OF EXPERTISE

Operations Management, Human Resource Management Project Management, Financial Management, Risk Management, Sales and Marketing, Industrial Relations and Procurement

PERSONAL SKILLS

Entrepreneur, Strategic Planner, People Orientated, Strong Customer Relations, Tactful and Articulate, Resourceful, Innovative, Pro-Active

PERSONAL SUMMARY

Strong managerial background with senior level local and international experience with cross security sector exposure. Good strategic appreciation and vision, able to build and implement sophisticated projects with a proven track record explicitly supporting business needs. Self-driven and self-reliant, sets goals and targets and leads by example, collaborative approach with good interpersonal skills to engage, motivate and encourage others through change. Highly focused with a consistent track record of successfully delivering full lifecycle implementations to tight time scales and within budget. Stefan is currently looking to continue a career in a senior management position at home or abroad.

WORK EXPERIENCE

SELF-EMPLOYED:

FGL Group – Director/ Owner from February 2012 - Present

Founder Fase Ga Lefase Garden Services (Pty) Ltd in 2012 servicing around 2500 clients. Through establishing meaningful, mutually beneficial and relationships build on trust, expanded the business service offerings by registering Fase Ga Lefase Building Maintenance Services (Pty) Ltd in 2017 and Fase Ga Lefase Cleaning Services (Pty) Ltd and Fase Ga Lefase Security Services (Pty) Ltd in 2018.

The FGL Group is a facilities company that has been servicing complexes, estates, business parks, malls, factories, warehouses and retailers since the start of 2012. The group offers services to high end property owners, property developers and property managers such as Hyprop, JHI, Broll, Whitfields, Angor, Quarto, Status Mark, Remax, Bluegrass, TMS and Venkam just to name a few.

Duties: Directing various businesses and business departments to ensure the smooth running of each individual company and as a group. To provide solutions to business challenges and contributing positively to the economy of the country by providing private sector employment opportunities. To further provides entrepreneurial skills to find solutions to lingering business challenges or making improvements to already discovered solutions to the challenge. To innovate and work with a group of employees to carry out the purpose of the business. To also have great knowledge of the business and understand the relationship between the business and the needs of society, as well as the targeted clients or customers. Lastly to align the activities of the business in accordance with its goals.

Duties, Tasks and Responsibilities

- Planning and Strategy
- Finance and Accounting
- Compliance and Legal
- Marketing and Sales
- Customer Service
- Human Resources
- Industrial Relations

Knowledge, Skills and Abilities

- Although business ownership can be done without formal education or training, the acquisition of a degree will equip the business owner for success, and prepares him/her for survival in a competitive market environment
- Knowledge of business principles, including management, marketing, business plan research, and business ethics, increase the chances of survival of a business
- Ability to pinpoint problems, take initiative, and make meaning out of the results based on calculated methods
- Ability to make provision for a good organizational structure through coordinated planning
- Ability to develop discipline of management through planning, decorated scheme, and discipline in staff recruitment
- Ability to make improvement in productivity and quality by supervising the process
- Discipline in time management and human relation
- Operational prowess in marketing and bookkeeping
- Good work ethics
- Good communication; written and oral skill
- Good understanding of modern information and communication technology

Cyber Guard – Consultant from February 2013 - Present

Working as a consultant for a leading security company, responsible for the successful day to day running of all aspects of the business. Ensuring delivery of high-quality projects always within time, cost and quality parameters. Providing leadership and management to the business and fully responsible for running various departments. Focused on developing programs that deliver efficiencies and playing a leading role in the mobilization, development and implementation of robust operational processes.

Duties: Directing various business departments to ensure the smooth running of the company. Resolving contractual and commercial issues and disputes.

Training and leading a large team, providing discipline and performance feedback. Developing positive direct relationships with key business contacts. Scheduling workload to meet priorities and targets. Possessing personality, energy and charisma to inspire, lead and develop staff. Using automated computer systems to analyze complex data and documentation. Involved in the recruitment and mentoring of new staff. Responsible for achieving all performance related targets. Ensuring that best practice is followed in safety, legality and quality of service. Developing and supporting a cross functional culture of continuous improvement. Assisting company accountants in the formulation of forecasts and budgets. Maintaining excellent relationships with clients and suppliers. Undertaking staff performance reviews.

ADDITIONAL EXPERIENCE

ICU Monitoring – Managing Director from July 2014 – February 2015

(CCTV Remote Off-Site Monitoring Company)

Clients: Edgars, Pick 'n Pay, Boxer, Nu Metro Cinemas

Responsible for the day to day running of the business with a particular emphasis on sales and business development. Making sure that the business continues to grow by way of developing new clients whilst maintaining its existing customer base.

Duties: Identifying, developing and directing the implementation of business strategy. Cultivating the company's reputation in the market & with customers & suppliers. Involved in planning and organizing the organizations activities to achieve targets. Responsible for the Profit & Loss responsibility for the business. In charge of leading, motivating and developing the management team. Liaising with officials of government departments and regulatory bodies. Managing multi-disciplined teams and resolving any conflicting priorities. Developing business plans and preparing comprehensive business reports. Improving margins and maintaining a high quality service to clients. Reviewing, refining and developing the strategy and direction of the company. Building client relationships that result in revenue and profitability growth. Responsible for the companies health and safety and legislative adherence. Creating and maintaining links with other trade and professional associations. Keeping control of business expenditure, ensuring it's within agreed budgets

Africa Security Solutions – Technical Director from March 2012 – July 2014

(Security Technology Supply & Install Company)

Clients: Woolworths, Truworths, Dis-Chem, JHI Properties, Broll

Accountable for managing the day to day delivery of critical projects, and for providing directional support for all the projects conducted by the company and its various departments. Also responsible for providing monthly financial and technical updates of any known issues or risks to both management and technicians.

Duties: Responsible for costing, estimating and planning projects. Responsible for ensuring best value is obtained for the project including supplier base, use of internal and external resources. Maintaining and completing Project Key Performance Indicators. Writing detailed and summarized project progress reports. Identifying, costing and processing any contract variations. Tracking activities against the detailed project plans. Monitoring actual expenditure figures against project budgets. Organizing and facilitating Project Steering and Operating Committees meetings.

Advanced Guarding – General Manager from May 2008 – March 2012

(Physical Guarding Company)

Clients: Adidas, Nike, Billabong, Clicks, Fitch Ratings

Responsible for the successful day to day running of all aspects of the business. Ensuring delivery of high quality projects always within time, cost and quality parameters.

Duties: Formulation of company direction and strategy. Developing strategy & mission and carrying it through with confidence & vigor. Responsible for all aspects of human performance issues. Working on full development lifecycle projects. Negotiating legal contracts with suppliers. Budgetary forecasting. Developing detailed project plans. Responsible for all Project Management controls. Producing informative, well-organized presentations for senior management and clients. Chairing monthly meeting with Directors, Managers and Supervisors.

Riskon Security (Old Retail Risk Management BBEE Deal) – Operations Manager from May 2005 – May 2008

(Physical Guarding and Security Technology Company)

Clients: Edgars, Jet, CNA, Woolworths, Shorite Checkers, Pick 'n Pay

Driving operational improvements, maximizing the value of the asset base while ensuring a tight control on operational costs. Responsible for monitoring and continually improving standards of performance and quality within the operation.

Duties: Managing a team of approximately 400 employees in a busy work environment. Negotiating contracts, ensuring that they balance value and risk. Establish and implement departmental policies, goals, objectives, and procedures. Creating, managing and analyzing performance data and other information. Ensuring that capacity and capability are continually planned. Encouraging, identifying and developing best practice strategy. Ensuring compliance to all Environmental Health & Safety goals & objectives. Producing operations manuals which define how the business is to be run. Working closely with the Financial Manager, HR Manager, IT Manager and Sales & Marketing Manager.

Retail Risk Management – Human Resources Manager from January 2000 – May 2005

(Risk Management Company)

Clients: Edgars, Jet, CNA, Woolworths, Shorite Checkers, Pick 'n Pay

Having overall responsibility for the recruitment policies of the company as well as the welfare of approximately 2000 staff. Managing the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner. Further ensuring that all legislative matters that relate to industrial relations are adhered to.

Duties: Ensuring that only the best candidates with the right qualifications, skills and experience are employed. Writing informative job descriptions. Liaising closely with trade unions, employee representatives and attorneys. Drafting offers of employment and promotion. Providing guidance to work colleagues and senior company management on all employment matters. Submissions of Employment Equity and Skills Development plans and progress reports.

Pride Polyethylene Manufacturers – Marketing & Sales Manager from September 1996 – January 2000

(Packaging Company)

Clients: N/A

Marketing

Making a substantial contribution to the future growth of the company. Responsible for all corporate marketing, researching and planning campaigns, including the delivery and results for a key strategic initiatives.

Duties: Developing a marketing team to implement strategy & delivering on objectives. Design, implement & facilitate an effective marketing strategy. Carrying out effective research and intelligence into competitor products, services and trends. Constantly improving business development activities. Overseeing and managing financial budgets. Manage daily activities with PR, press and marketing communications agencies. Develop partnerships & relationships with third parties to meet strategic objectives. Identifying key marketing opportunities. Making sure that campaigns run to deadline and on budget. Online campaigns, web site, use of digital/social media. Budget setting and control, including measurement and return on investment. Management of sponsorships for conferences and events. Exceptional project and time management skills. Monitoring & reporting to senior managers on the effectiveness of strategies/campaigns. Setting the scope, implementation, management & review of marketing campaigns.

Sales

Responsible for producing incremental revenue by building customer plans, developing marketing strategies and penetrating various levels of customer management.

Duties: Responsible for selling, closing, servicing and expanding the current customer base within an assigned territory. Managing relationships with suppliers, vendors, sponsors, internal clients and community partners. Regularly travelling to regional company sites, meeting area managers and getting product feedback from them. Providing highly professional sales and marketing expertise and back up to sales representatives. Working closely with distributor field teams to help lead strategic field initiatives. Participating in district sales events as well as regional and national distributor and manufacturer trade shows.

Edcon – Merchandise & Sales Manager from January 1992 – September 1996

(Retail Company)

Having overall accountability for growing the sales and profitability throughout each area of the store. Managing teams to deliver KPI's and compliance throughout the operation, as well as delivering excellent standards of customer service.

Duties: Driving and maximizing the sales and profitability of the store to achieve growth. Monitoring and review staff and store performance on a regular basis. Driving sales through optimizing team performance. Organizing, preparing and arranging promotional materials and displays. Maximizing sales through effective merchandising. Leading by example in all aspects of the role. Recruiting, training, supervising and appraising staff. Maintaining accurate statistical and financial records. Creating a combination of real value for money and outstanding customer service.

SANDF – School of Armor from January 1991– December 1991

(South African National Defense Force)

KEY SKILLS AND COMPETENCIES

Having a robust and business focused approach to running a company. Ensuring that everything works to the highest possible professional standards. Possessing a proven track record in senior management. A charismatic but pragmatic leader. Proven ability to identify new business opportunities. Can maintain close relationships with external bodies, suppliers and clients. Evaluating and decision-making. An enterprising and creative thinker, with a commercial eye, exceptional financial acumen.

ACADEMIC QUALIFICATIONS

BCOM Industrial Psychology Degree Rand Afrikaans University 1992 – 1996.

REFERENCES

Available on request.