[Your Name Surname]

Cell: [0XX XXX XXXX]
Email: [name@email.com]
Area: [Town/Suburb, Province]
Licence: [Code B / None]
Availability: [Immediately / 2 weeks / 1 month] • Shifts: [Day/Night/Rotating]

PERSONAL STATEMENT

Reliable machine operator / production operator with experience in a fast-paced factory environment. Comfortable with start-up checks, feeding materials, monitoring output, and doing in-process quality checks (visual checks, counts, weights/measures) to reduce rejects. Safety-focused, punctual, and used to shift work, end-of-shift cleaning, and completing basic production records.

KEY SKILLS

- Machine start-up and shutdown procedures
- Feeding materials / loading and monitoring flow
- Changeover support and line clearance
- In-process quality checks and defect sorting
- Recording output, downtime reasons, and wastage
- Basic fault reporting and escalation
- Housekeeping / 5S / end-of-shift cleaning
- PPE compliance and safe work procedures
- Teamwork with supervisors, packers, and maintenance

CERTIFICATIONS & TRAINING

- [SETA / Learnership name], [Provider], [Year]
- [Forklift licence], [Training provider], [Year] (if applicable)
- [Food safety / hygiene / GMP induction], [Company/Provider], [Year]

WORK EXPERIENCE

Machine Operator / Production Operator — [Company], [Area]
[Month Year] – [Month Year or Present]

- Operated production/packaging equipment as per SOPs, monitoring output and adjusting within allowed settings.
- Completed start-up checks and ensured guards and safety controls were in place before running.
- Performed quality checks during runs (visual checks, counts, basic measurements) and separated non-conforming product.
- Recorded output, rejects, and downtime reasons on production sheets and reported recurring issues to the team leader.

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- Assisted with changeovers and line clearance to prevent mix-ups between batches.
- Maintained housekeeping standards, including end-of-shift cleaning and safe waste disposal.

General Worker / Packer — [Company], [Area]
[Month Year] – [Month Year]

- Worked on a line packing and palletising finished goods, keeping up with production pace and quality requirements.
- Supported operators with material supply, removing damaged items, and keeping the work area clean and safe.
- Checked labels/expiry dates/pack condition (where applicable) and reported defects early.

EDUCATION

Matric / Grade 12 — [School Name], [Town]
[Year]

[NCV / N2–N6 / Certificate] — [College/TVET], [Town]
[Year]

REFERENCES

[Supervisor Name] — [Job title], [Company]
Cell: [0XX XXX XXXX] • Relationship: Supervisor

[Second Reference] — [Job title], [Company]
Cell: [0XX XXX XXXX] • Relationship: Team leader

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