

JUSTIN DYLAN OGLE

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PROFESSIONAL SUMMARY

I hold a Project Management NQF 5, a Quality Management Systems NQF 5, Occupational Health and Safety NQF 3, and am a Driven and results-oriented professional with a proven track record in project administration, poised to transition seamlessly into project management. Possessing a comprehensive understanding of project lifecycle management, I excel in coordinating multifaceted tasks and optimizing operational efficiency. With a solid foundation in project administration, I am adept at managing timelines, resources, and stakeholders to ensure successful project delivery.

PROFESSIONAL SKILLS

- Project Planning and Scheduling
- Communication
- Leadership
- Stakeholder Management
- Risk Management
- Budgeting and Resource Management
- Quality Management
- Time Management
- Client Relationship Management
- Analytical Thinking
- Program Implementation

EDUCATION AND COURSES

2022	Occupational Health and Safety NQF 3	QMS Training
2022	Quality Management Systems NQF 5	Rand International Management & Training Consultants
2021	Constituent Assessor	Heavenly Button
2021	Generic Management NQF 5	Rand International Management & Training Consultants
2020	Project Management NQF 5	Rand International Management & Training Consultants
2017	Business Administration NQF 3	Rand International Management & Training Consultants
	Google IT Support	Rand International Management & Training Consultants
2012	Matric	Little Flower School

EXPERIENCE

Feb 2024 – Current Project Administrator Fidelity ADT

- Organizing and maintaining project schedules and task assignments
- Coordinating meetings, presentations, and workshops
- Helping track project milestones and deadlines
- Ensuring documentation accuracy, compliance, and accessibility
- Assisting with budgeting and expense tracking
- Ensuring all expenditures are within the project budget
- Coordinating with various departments to allocate resources effectively
- Acting as a point of contact for team members, clients, and stakeholders

- Monitoring and reporting on potential risks or issues
- Assisting in implementing risk management strategies
- Handling project-related paperwork, filing, and other administrative tasks
- Managing travel arrangements, office supplies, and workspace for the project team

Jun 2021 – December 2023 Project Coordinator (CSR) Tsoga Moswa Youth

- Conducted background research on new beneficiaries to ensure they were legitimate
- Ensured existing beneficiaries sent through required documentation as per grant agreements
- Performed budget management and reconciliation
- Ensured all documents were in place for BBBEE and internal audits
- Collated BBBEE information for audits
- Coordinated meetings with internal and external stakeholders
- Maintained internal database (project reports, organization information, grant agreements, invoices)
- Ensured all CSI reports and presentations were updated for internal/external submissions
- Monitored and evaluated CSI initiatives
- Conducted stakeholder interviews, site visits, and beneficiary surveys
- Recorded employee volunteerism initiatives
- Handled project management
- Maintained general administration and record-keeping for all CSI initiatives
- Tracked the processing of documents and ensured that all the documents were submitted before the due date

Sep 2020 – Nov 2021

Fleet Administrator

Skynet

- Handled fleet management and fleet reporting
- Performed billing, scanning and emailing and performed pod capturing
- Performed owner-driver contract reviews, selection and billing
- Assisting with quality assurance and ensuring owner-drivers meet required standards

PERSONAL INFORMATION

Date of Birth
13 May 1994

Nationality
South African

Languages
English, Zulu, Afrikaans

Driver's License
Code 10

Criminal Record
None

REFERENCES

Lerato Sithole
0116977353
Fidelity ADT

Dikeledi Makoela
0711442433
Tsoga Moswa Youth

Mumba Kunda
011 586 1000
Skynet