

SHAUN RICHARD TOSEN

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Summary

My skills and experience (1986 to date) range from desktop and network design, deployment and support, infrastructure and software procurement, implementation, maintenance and support, strategy, technology hype cycles, tender initiation, management and procurement, contract negotiation and implementation, (SLA's) service level agreement initiation, negotiation and management, technologies (Voice over Internet Protocol, Radio Frequency Identification, and Physical Access Control Systems).

Designations and roles fulfilled over the latter period are Business Analyst, Project Manager, Bid Administrator, Bid Manager, Management Consultant, Market and Sales Manager, System Development Manager, and Development Coordinator (SAP R/3).

These combined with a high level of motivation, leadership, values and ethics will raise the bar and invigorate the organisation.

Education

Cranefield College of Project and Programme Management 2003
Postgraduate Diploma in Project and Programme Management

Cranefield College of Project and Programme Management 2001
Advanced Project Management Diploma

Professional Accreditations

Project Management Professional, Project Management Institute, 5 Dec 2012, Credential #1558122

Experience

Project Controller, Synthesis Energy

March 2023 to current

Provision of Project Control services to Turnkey Modular via Synthesis Energy for the following projects: Biomass Gasifier, Aerobic Digester, 12 x Transformers (JNB 11.1), 6 x Transformers (JNB 12.1)

Owner and Operator, Qwik Mini Skips

May 2021 – February 2024

Qwik Mini Skips was established to provide transport services in Pretoria East using Mini Skips, from (but not limited to) Solomon Mahlangu Drive (in the north) through to Bapsfontein in the south. Applications of the Mini Skips include (but are not limited to) waste removal (building rubble, garden waste, household waste) mini loads (compost, landscape mix, building materials) and pallet loads.

Business Analyst, Efkon SA

November 2012 – October 2018

I was responsible for compiling and editing the user and Functional and User Requirement Specifications for the solutions Efkon SA delivers to its customers. I was also responsible for managing projects to develop new solutions for the Product Development Manager, the last being Chapman's Peak Drive Day Pass and SANRAL's Transaction Clearing House (TCH) Gateway. Through restructuring the company, I assisted the bid Administrator and Bid Manager) the Bid Management team in locating and compiling bids for tenders, RFP's, RFQ EOI's Proposals, and Quotations. Activities also included searching for leads and opportunities to be pursued for sales, including tenders, quotations, proposals and industry-related news items across Africa. Bid Participation, and Management, Proposals

System Development Manager, Sappi Southern Africa March 2002 – August 2011

Access Control Systems Investigation, Track and Trace Reel and Pallet Tracking, Microsoft Dynamics CRM 2011 Upgrade (Customer Relationship Management), Microsoft Dynamics Supplier Relationship Management (SRM), Label Standardisation, Scan-to-SAP Scanner Replacement, Investigation into RFID Tracking of Pulp Rolls and Bales, VoIP Proof of Concept (POC), Driehoek Warehouse Infrastructure Relocation, Rocketseed Email Branding, Adamas Mill

Data Historian Implementation, Scan-to-SAP Implementation, Track and Trace Proof of Concept Desktop and Notebook Refresh, Elsies River Warehouse Infrastructure Relocation, Fine Paper Customer Service Request (CSR) System, New Germany Sales Office Relocation, A4 Delivery Note Investigation, Proof-of-Delivery (POD) System Consolidation, IntelliPermit Investigation

SAP R/3 Development Coordinator, Post Office

March 1999 – February 2002

- Daily meetings with SAP R/3 ABAP developers to coordinate and prioritise faults, changes and, new developments and enhancements to the 3rd Party and Pension Systems
- Weekly Change Control meeting
- Liaison with Facilities department
- Problem identification and solution implementation
- 24 x 7 standby for problems
- Certification and authorisation of timesheets and invoices for payment
- Annual budgeting

IT Account Manager - 3rd Party Systems, Post Office

March 1999 – February 2002

- Liaison with Facilities department
- Liaison with internal business customers
- Attending meetings on behalf of IT on matters affecting the customer
- Attending meetings on behalf of the internal customer on matters affecting the external customer such as Telkom, and municipalities
- Attending of Change Control meetings

Network Installation Co-ordinator SA Post Office

March 1999 – February 2002

- Consolidating and coordinating of requests for new, changes, and decommissioning of network infrastructure at SA Post Office outlets
- Receiving and despatch of hardware; and Certification of invoices for payment

Skills

Abstracting, account management, active listening, administration, advertising, analytical skills, attention to detail, bookkeeping, budget control, budgeting, business acumen, business analysis, business case development, business management, business process analysis, business process design, business process improvement, coaching, collaborative project management, communication, conflict management, contract drafting, contract management, contract negotiation, contract requirements, critical thinking, data analysis, decision making, delegation, diplomacy, documentation, easily adaptable, interpersonal skills, it integration, leadership, management, management consulting, mentoring, Microsoft Access, Microsoft Office, Microsoft Project, negotiation, operations management, organisation skills, planning, presentation skills, problem management, problem solving, procurement, product development, project commissioning, project communication, project control, project coordination, project delivery, project documentation, project estimation, project management, project planning, project resource allocation, project risk management, project scheduling, project scope development, project stakeholder management, public speaking, reporting, reporting skills, requirements analysis, research skills, sales and marketing, strategy, team leadership, team management, teamwork, technical skills, technical writing, time management, training

Personal Details

Full name Shaun Richard Tosén

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Most Recent Title Project Controller

Most Recent Employer Synthesis Energy

Date of Birth 24/05/1965

Gender Male

Language English Fluent

Language Afrikaans Proficient

Nationality South African

Drivers Licence Code A, EC