FOREMAN

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**Professional Profile**

Highly acclaimed, Multilingual **Projects Finance Executive** with a proven record of excellence in all areas of
**Finance and management** supported by strength in **sales, marketing, public relations/ communications, and**
**business administration. Visionary change agent** who builds and leads motivated teams to drive
organisational success within diverse industries and sectors, across domestic, international and emerging
markets, and in the face of challenging economic conditions. Fluent in English, well-versed in Sepedi, Suthu,Zulu,
Ndebele, Venda, Tsonga and Shona.

**Areas of Expertise include;**
\* Strategic Planning \* Budget Planning & Forecasting
\* Cash Management \* Performance Management & Measurement
\* Special Projects \* Generally Accepted Accounting Principles
\* Entrepreneurship \* Policy & Procedure Development
\* Public Relations \* Business Process Improvement / Re-
\* Training & Leadership \* Financial Analysis & Reporting
\* Team Building & Motivation \* Variance & Trend Analysis
\* Cost Control & Reduction \* Market Share Expansion

**Professional Highlights**

Project Management South Africa (PMSA : Full
Member), PMP Training (Workshop Certificate)
Economic Society of South Africa (ESSA : Full
Member)
South African Institute of Tax Practitioners (SAIT :
General Tax Practitioner)
SAIT : Registered Commissioner of Oaths

**Core Accomplishments**

***Project Finance Management:***
*\* Project managed a R15M Ministerial Water Intervention (MWIG) in one year which resulted in positive*
*outcomes.*
*\* Assisted in developing a successful bill of quantity and Project monitoring and Evaluation from Inception -*
*project Closure for a R20M road construction project*
*\* Developed successful Business Plans for farming projects amounting to R17.3M & implemented and project*
*managed these projects from inception to closure*

*Spearheaded Staff Appraisal System which about change in staff performance improvement*

*Drafted financial statements for several small scale to medium scale enterprises, file tax returns and tax*

*\* Business advisory services to individuals, close corporations, private companies and NGOs*

\* Conduct budgets, revenue, and variance / trend monitoring and analysis of performance and operational results

\* Develop Annual Capital Improvement Plan as well as Management Discussion and Analysis

***Human Resources:***
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***Accounting & Finance***
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*planning & management to ensure compliance tax legislation*

**Professional Experience**

**Executive Director**
**FSI Consultancy (Pty) Ltd**
Responsible for:
Strategic Planning and Management
Project Planning and Coordination
Finance management and Accounting
Tax Planning and Management
Business Development and Stakeholder Management

**Manager (Marketing, Business Development and Tender Specialist)**
**Ingwe Waste Management**
\* HRM Management, Dispute resolution, payroll
\* Projects : Drafting tender proposals and costing
\* Marketing : Identifying marketing opportunities
\* Budget drafting and reporting
\* Client Management

**Projects Manager / Office Manager**
**Fulloutput cc & Associates**
\*Project planning, monitoring and evaluation
\* Tender proposal and pricing
\* Tax returns and filing
\* Designing Quality Management System
\* Training Planning and Coordination
\* Accreditation Facilitation
\* Stakeholder Management

**Accountant**
**Mangoma Enterprises**
\* Performance measurement and accountability

\* Provide monthly, bi-annually and yearly reports to the Executive

\* Draft consolidated Annual reports

**04/2012 to Current**

**Polokwane, Limpopo**

**01/2011 to 12/2017**

**Polokwane, Limpopo**

**01/2009 to 10/2010**

**Polokwane, Limpopo**

**08/2005 to 01/2008**
**Harare, Zimbabwe**

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South Africa

**Masters Degree in Business Administration (NQF L9)**

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**MBA**: **Administration**
MANCOSA

Modules Passed to date:
\* Financial Management
\* Managerial Economics
\* Human Resource Development
\* Knowledge & Information Management
\* Strategic Management

\*Strategic Marketing Management
\* Operations Management

\*Research and Quantitative Methods

**Post Graduate Diploma in Project Management NQF L8**

**Post Graduate:** **Project Management**
MANCOSA

Modules:
\* Principles of Project Management
\* Project Resource Management
\* Project Quality Management

\* Project Financial Management
\* Project Applied Technology
\* Project Scope & Time Management
\* Project Leadership Management

\* Project Communication & Risk Management

**Accountancy**

**National Diploma in Accountancy NQF L6**

**Associate of Applied Science**:
ACCA L1
Modules:
Management Accounting
Financial Reporting

* **Financial Accounting 1& 2**
* **Auditing**
* **Economics**
* **Management of Information Systems**
* **Human Resource Management**
* **Business Management**
* **Business Communication**
* **Quantitative Methods**
* **Cost & Management Accounting**
* **Business Law**
* **Company Law**

**Education and Training**

Johannesburg, Gauteng

Durban, KwaZulu Natal

**2011** London

Harare

Zimbabwe

**2005**

South Africa

**2016**

**2016**