**WORK HISTORY**

Has over 10 years working experience ranging from employment as an executives’ assistant to supervising compliance officer, entrepreneur, financial advisor and journalist During that I have proven myself to be a diligent & creative person who enjoys autonomy. Developed skills are: systems management, administration, management-planning, coordination & control of systems, time & people management (incl. myself); inter-party & corporate communication; coordination; policy formulation & interpretation, book writer/author, counseling & education; customer liaison, & project management. Computer literacy - Ms Office, WordPerfect, Ghostwriter.

 1. Journalist- April 2019 to present)

 1.1 January 2022 to April 2022: News reader at Rainbow FM.

 I research, compile, edit and translate news. I read news in isiZulu.

 1.2 April 2019 to February 2022: Freelance Journalist with Soweto Sunrise News newspaper specialising in socio- economic news covering Business/ Entrepreneurship, Investments and Finance and social development.

 I research, source and compile the articles for publication although some stories or themes can be leads from the Editor. I take photographs, by a professional digital camera or cellphone for my stories. Stories are published on print and digitally online-

Journalists for Human Rights (Media Monitoring For Covid-19), from March 2021 to October 2021. From this I was also featured on Sound Africa as a guest on some of their podcasts.

From this free-lance work I introduced to the publication reporting that had not been done before, business/entrepreneurial, investment and economics stories.

2. Financial Advisor, Metropolitan (February 2016 – April 2016)

Duties: Financial needs analysis of clients, prospecting, product solutions recommendation & sales, admin processing & problem solving.

3. Continuing Obligations Officer, Issuer Services Division @ JSE Limited (November 2001 – 28 February 2006)

The main responsibility was about looking after investors interests by monitoring & checking levels of compliance by listed companies with regards to information dissemination as stipulated I the JSE Listings requirements handbook as well as Corporate Governance code as highlighted in King Report (I & II). The monitoring was mainly on timeous publication of price sensitive information, eg, cautionary announcements & submission of financial statements & other relevant notice documents. Analysis was performed with every financial report received, particularly annual reports to ensure compliance by listed companies to disclose their application of the triple bottom line reporting system as recommended in the King Report. Communication was often through sponsors & sometimes directly to company secretaries or other designated company officers. Monthly reports & statistics were then complied & submitted to management to advise on the level of compliance as honoured or not by listed companies. In the event of any transgressions, appropriate reparatory action was implemented including public censure by issuing press announcements. Reference was also made to other statute like Companies Act, Stock Exchanges Control Act & Insider Trading Act or other relevant regulation. Between my colleague & I, we each supervised compliance & maintained relations by listed companies in excess of 150. Within 18 months of commendable performance job quality upgrade was awarded accompanied by 30 % salary income increment. During my tenure I trained two further recruits to the function.

4. Senior Secretary reporting to the Company Secretary, JSE Securities Exchange SA (February 2001 – October 2001)

One of the fundamental requirements of the job @ hand was the knowledge & understanding of the general JSE’s Rule & Regulation in order to better assist member (broking) firms in their dealings with the JSE. Other responsibilities were typing, maintenance of a filling system & data base, electronic mail distribution in the form of Gazettes or letters upon decisions taken by the JSE’s Executive Committee (Exco) pertaining to the status of membership of corporate member firms. Highlight: appointment to compile an induction report (for a new appointed Company Secretary, an admitted attorney) on duties of a company secretary & his role in ensuring good corporate governance practice.

5. Personal Assistant to Project Manager, KZN Peace Initiative, a reparation development program by the Provincial Government of KwaZulu-Natal (August 1997 – September 2000)

My main function was more of a project secretary to keep the lines of communication open to all relevant stakeholders. Customers included the project consultant, provincial government personnel, construction contractors, project managers & various engineers, internal staff members & elected community representatives. Other service outcomes included- appointments management for the Project Manager, customer care, public liaison, committee secretary (taking minutes, preparing & circulating an Agenda), switchboard manning, reception duties, shorthand dictation, closing tender administration, research assignment as may be required, report writing, information & communication systems set-up & administration. Highlight: set up of office ergonomics & technology systems for the whole team (five members). Achievement: defused a potentially disruptive situation by an agitated mob of disgruntled surrounding community members due to miscommunication & understanding.

I was also responsible for an administrative assistant intern's induction and supervision for the duration of her stay with our organisation.

 6. Executive (Personal) Secretary to a Principal Member @ Linda Zama Inc. – law firm (March 1996 – July 1997

As my senior was often away on business trips & particularly so when she was a resident commissioner of the Gouchi Commission (appointed in 1996 by President Nelson Mandela, to investigate the then disturbing governing affairs of the University of Durban-Westville), I was the chief office manager, & often required to satisfy the duties of para-legal consulting with her legal clients. Other duties included diary management, office administration, public liaison, travel bookings & itinerary planning, dictaphone typing, functions coordinator incl. with the assistance of appointed events management consultants, petty cash administration, administration of the payment of her personal accounts, staff supervision: a reception, filing clerk/general administration assistant & junior legal & administration secretary. I did translations English/Zulu and Zulu/English between a Professional Assistant and some of her clients. Achievement: increment within four months as a result of my demonstrated maturity & impeccable work ethic. My excellence is also attested to in her testimonial letter after my departure. Early in my tenure I introduced a new standard of preparing file notes. A standard that was subsequently copied by other. My file notes, a form of internal communication, were typed instead of being scribled and hand-writted. Some preceding months before my departure, I was successful to stop an irate client from cancelling our service & subsequently had a case transferred to a more efficient steward. From that experience I had the opportunity to have an intimae appreciation of responsibility & accountability.

Within six months into this employment I was responsible with the recruitment and selection process of the Receptionist. After 12 months I successfully facilitated an induction of an administrative intern for her month's long mandated experiential training.

Other experiences

Volunteer Strategy Consultant at SASTA- South African Spaza & Tuckshop Association (March 2018 to July 2018). The involvement was a self development initiative to gain experience developing small business owners.

Trainee Secretary as a receptionist, Public Affairs, South African Sugar Association (January 1996 – March 1996). Second employment after the end of the first and previous one. Although it was also temporary, it was sought and assumed to keep at the goal of being employed, self reliant and acquisition of career related job experience. The contract was initially for six months.

Data Capturer, Central New Credit Accounts Department, Miladys (September 1995 – December 1995). This employment was acquired in response to a graduation requirement to accumulate 360 official working hours within six months before the graduation. The search for part-time had began 15 months earlier after the notice by the Head of Department. Reason for leaving: the contract had been for that time.

**EDUCATION**

1992 : Matriculation (Commercial) – Sukuma Comprehensive School, PMB

1995 : National (three year) Diploma: Business Administration – Technikon Natal, DBN

Major subjects: Business Administration & Information Administration. Other subjects: Legal Practice, Personnel Management, Communication in English, all passed u to level two.

Certificate, Life Assurance -Technikon Natal in partnership with Old Mutual & Sanlam (70 % minimum pass rate)

2005 : Corporate Governance Certificate – University of Johannesburg in collaboration with the

 Institute of Directors

2014 : Certificate in Screen Printing, Certificate: Entrepreneurship – Printing SA

2018 : Certificate- Raymond Ackerman Academy of Entrepreneurial Development, University of Johannesburg

2019 : Advanced Certificate Social Entrepreneurship and Innovation, University of Johannesburg

Current : Incomplete B.Com (Economics) – Unisa.

 Proposed major subjects: Economics, Business Management

Current credits: Monetary economics, Strategic management, Product Management, History of Economic Thought, International finance, South African Economic Indicators, Micro-economics, Macro-economics, International Relations economics, Environmental economics, General management, Public Relations management, Marketing management, Real Estate management, Operations management, Business management, Commercial law, Elementary Quantitative Methods, Introduction to Economic & Management Sciences.

**OTHER MERITS**

1988 : Certificate of merit: Home Economics (3rd place, out of all grade 8 pupils studying the subject)

1989 : Class Leader (grade 9)

1991 : Leadership Certificate (grade 11)- DET

1992 : Certificate of Achievement in Business Economics

1998 : Streetwise Investor Club: An Introduction Course - Progressive System College

 : Driver's licence: Code B. License Number 412200068LTB

1999 : Individual Voice Training - The Voice Clinic

 Accredited Satour Tour Guide (KZN South local)

2001 : Elected Dep. Chairperson of JSE Shopstewards Committee (until 7/3/2003)

2002 : Appointed member to JSE’s Affirmative Action Committee

2003 : Participation on a day workshop on Director Development & Corporate Governance – Institute of Directors (IoD)

In conjunction with another colleague I was engaged, as an English translator to IsiZulu, of the JSE’s manual in relation to the Access to Information Act.

2004 : Enrolled to the Advanced Investment Course – Share Direct

 Elected member of the JSE’s Employment Equity Forum (resigned in April 2005)

 Participated in IoD’s annual review workshop on Corporate Governance.

**REFERENCES**

Mpheni Malise, News Editor- Rainbow FM, 011 472 9072; 083 510 5301

Jerry Sekhuphe, Editor, Soweto Sunrise News- 011 077 9739, 081 333 9722

Justice Molahlehi, Branch Manager Metropolitan, 087 742 3166/073 528 6801; jmolahlehi@metrompolitan.co.za

Linda Zama, Principal Linda Zama Incorporated, (031) 923 3012; email: linda@lindalawyer.co.za

Thomas Rodolo, former Project Manager, (031) 707 3101/82 833 8551; rodolot@telkomsa.net

John Burke, Director: Issuer Services, JSE Ltd, 011 520 7000

Salamina Sebotsa ( Widow of former client, Mr Lazarus Sebotsa of Sebotsa Trucker), 078 796 9345

Tozama Chauke, former client (Zam Zam Print), (011) 939 4343/083 757 7851