

SAMKELO DLAMINI

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Objective

Samkelo Dlamini is an Associated Consultant for SG Advisory, with a strong background in business administration, holding a Master of Business Administration (NQF 9) and a Postgraduate Diploma in Business Administration (NQF 8), as well as an Undergraduate Qualification in Legal Studies (NQF 7).

Skills

- Proficient Computer and Microsoft skills including Excel spreadsheets, MS word, PowerPoint, Outlook and more.
- Exceptional interpersonal communication skills: Proven ability to communicate ideas effectively, clearly, and appropriately in diverse situations and an established track record of successfully interacting and working with others in a positive and productive manner.
- Exceptional analytical skills which enable me to effectively collect and analyse complex data sets, identify trends, and provide actionable insights.
- Advanced technical legal comprehension of clerical/ legal administrative duties.
- Capable of managing multiple tasks simultaneously with efficiency and effectiveness.
- Tactful, team player and capacity to work on various tasks simultaneously.
- Proven ability to organize and manage functions and events, including conferences, workshops, and community gatherings, ensuring all logistical aspects are handled efficiently.
- Strong awareness of stakeholder expectations, ensuring their needs and concerns are addressed effectively in program planning and execution.
- Presentation and facilitation skills; demonstrated ability to deliver engaging presentations and facilitate discussions, efficiently communicating complex information to diverse audiences.
- Proven ability to work in a dynamic stressful environment with minimal supervision Excellent written and verbal communication skills.

Education

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| • University of Namibia | 2021 |
| Master of Business Administration | |
| NQF 9 | |
| • Postgraduate Diploma in Business Administration | 2019 |
| University of Namibia | |
| NQF 8 | |
| • Institute of Commercial Management (Bournemouth, England) | 2017 |
| Legal Studies - Undergraduate Qualification NQF 7 | |

Experience

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| • SG Advisory | January 2023 - Present |
| Wellness Consultant | |
| ◦ Market SG Advisory's employee financial wellness program, including training wellness champions and employees from various companies on key financial wellness topics. | |
| ◦ Training Conduct comprehensive training sessions for wellness champions and employees, enhancing their understanding and engagement with the financial wellness program. | |
| ◦ Provide detailed feedback to wellness committees and HR partners of SG Advisory's clients, highlighting the successes and challenges of delivered financial wellness campaigns. | |
| ◦ Administer financial health checks, offering personalized insights and recommendations to employees. | |

Collaborate with the consulting team to review and enhance the employee wellness policies of corporate clients, ensuring alignment with best practices and client needs.

- **Hilton Garden Inn Hotel - Mbabane Eswatini , November 2022 - December 2023**
Technician Engineer
 - System Maintenance and Repair: Maintained and repaired the hotel's essential systems, including HVAC, plumbing, and electrical, to ensure a safe and comfortable environment for guests and colleagues.
 - Inventory Management: Managed maintenance inventories and ensured compliance with health and safety regulations.
 - Wellness Advocacy: Advocated for work-life balance as a wellness champion, promoting a healthy work environment.
 - Won "Team Member of the Month" for February 2023 for outstanding performance and dedication.
- **Cocacola plant - Matsapha , November 2021-September 2022**
 - Receiving and processing - Unloading trucks, inspecting incoming goods, and verifying against purchase orders.
 - Picking and Packing - Collecting items for orders, packing them securely and preparing them for shipment.
Inventory management - Maintaining accurate inventory records, counting stock, and ensuring items are stored safely.
Equipment Operating, pallet jacks, and other warehouse equipment, preparing and loading outgoing orders, ensuring timely shipping.

Construction Logistics Coglog Mega glass , March 2018 - September 2021

Fabricator

Fabrication and Assembly: Fabricated and assembled custom aluminium and glass products for both residential and commercial projects, ensuring high-quality standards.

Project Management: Managed projects at designated sites, overseeing all aspects from planning to execution.

Team Supervision: Supervised at least 2 junior fabricators per project, providing guidance and ensuring adherence to project timelines and quality standards.