

# THOBEKA JALI

Supply Chain Management Honours Graduate

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## BRIEF DESCRIPTION

A Bachelor of Commerce and Honors graduate with key majors in supply chain management and economics. Acquired excellent communication, planning, leadership, and prioritization skills through 3 years of performance as a project secretary in a non profit organization Enactus UKZN. A value driven, passionate, inspirational, and resilient candidate who values long-term personal and professional growth.



## EDUCATION

**Bachelor of Commerce: Supply Chain Management and Economics**  
**University of Kwa-Zulu Natal**

FEB 2018 – DEC 2020

**Bachelor of Commerce Honors: Supply Chain Management**  
**University of Kwa-Zulu Natal**

FEB 2021- DEC 2021



## EXTRA CURRICULAR ACTIVITIES

Please note that these positions were held voluntarily which also caused the candidate to be a part of student leadership at the University of Kwa-Zulu Natal

**President | Every Nation Campus**

**JAN 2019-JAN 2020**

- Held accountable for leading a team which consisted of 15 other leaders that had designated roles to contribute.

- Scheduled all practices, meetings, and other activities of the organization
- Obtains appropriate facilities for organization activities on institutional grounds
- Prepared and filed reports required by the Student Representative Council (SRC)
- Appointed committee chairs Attended required meetings for registered student organizations
- Liaison between organization and the SRC
- Represented the organization at official functions
- Sent and received correspondence on behalf of the organization

## **Project Secretary | Enactus UKZN**

**FEB 2018-DEC 2020**

- Maintained daily reports and advised executive leaders in decision-making processes.
- Built and maintained excellent beneficiary relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.
- Facilitated timely delivery of special projects to meet organizational and departmental objectives.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Implemented new data management system, expediting data retrieval by 60%.
- Used Microsoft Word, Excel, PowerPoint, and Google docs to prepare various correspondence, reports, and other written material.
- Composed and proofread memos, letters, and reports to verify error-free communication.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping, and data entry for increased efficiency.
- Transcribed and organized information to assist in preparing speeches and presentations.
- Performed research to collect and record industry data.
- Managed 2 calendars to strategically coordinate meetings, appointments, and events.

- Developed recordkeeping systems for employee records and company documents to optimize operations and reduce project lags.
- Identified and recommended changes to existing processes to improve accuracy, efficiency, and quality service.
- Successfully completed special projects to exceed goals of both project team and overall organization.
- Compiled 40+ reports for program leaders.
- Updated tracking spreadsheets with latest team meeting attendance and hours spent on specific tasks
- Volunteered to help with special projects of varying degrees of complexity.
- Managed complex and detailed projects for executives by ensuring budget adherence and timely delivery.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Created and implemented standard operating procedures for records handling.



## SKILLS

- |  |                   |
|--|-------------------|
| ● Microsoft Word, PowerPoint, and Office | ● Adaptability    |
| ● Microsoft Excel (intermediate)         | ● Collaboration   |
| ● Project Management                     | ● Work ethic      |
| ● Team leadership                        | ● Time management |
| ● Self-reliant                           | ● Reliability     |
| ● Problem solving                        | ● Administration  |
| ● Decision making                        | ● Resilience      |
| ● Flexibility                            | ● Team management |
| ● Effective communication                |                   |



## CERTIFICATES AND ACHIEVEMENTS

**Lean Six Sigma White Belt Certification | MF Treinamentos**

JUL 2022

**MS Excel 2019 Advanced VLOOKUP Formulas and Pivot Tables | Udemy**

JUNE 2022

**Introduction to Microsoft Excel | Skill Up**

APR 2022

**Diploma Project Management in Practice | Alison Online Learning**

FEB 2021

**Transformational Leadership | Alison Online Learning**

JUNE 2020

**Leadership Attendance Certificate | SGLD Winter School Leadership Capacity**

Program UKZN

JUNE 2018



## REFERENCES

Available at request