# curriculum vitae

**Introducing**

## Personal details

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| **Full names:** | Nokuthula Lydia Mathe |
| **Position applied for:** | Project Manager |
| **Nationality:** | South African |
| **ID number:** | 8206230292083 |
| **EE Profile:** | African Female |
| **Languages:** | English |
| **Area of residence:** | Midrand |
| **Date of birth:** | 23 June 1982 |
| **Notice Period:** |  |
| **Rate/Salary:** | **R**  *(Bill rate to Nedbank which is inclusive of the pay rate to the Contractor)* |

## Executive summary

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| **Overview:** |
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## Qualifications

| **Qualification** | **Institution** | **Date** |
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| BTech Business Applications | Tshwane University of Pretoria | 2017 |
| National Diploma IT Software Development | Tshwane University of Pretoria | 2003 |
| National Senior Certificate | Soshanguve High School | 1998 |

| **Certificate/Training** |
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|  Effective Business Writing Skills – Maurice Kerrigan Africa (PTY) LTD   Prince 2 Foundation and Practitioner – APMG (Pink Elephant)   Certified Associate in Project Management – PM ideas   ITIL V3 Foundation – FOSTER MELLIAR   SAFE Scrum Master – Scaled Agile (PM ideas) |

## Career summary

| **Company** | **Position** | **Start date** | **End date** |
| --- | --- | --- | --- |
| Absa Bank | Digital Project Manager | 2021/12 | 2022/05 |
| National Treasury | IT Project Manager | 2020/10 | 2021/11 |
| League Digital | Project Manager | 2019/04 | 2020/09 |
| Absa Bank | Program Manager | 2018/06 | 2018/12 |
| ABInBev(SAB) | Senior Finance Project Manager | 2017/10 | 2018/05 |
| Bytes Document Solution | Project Manager | 2014/07 | 2017/09 |
| Nashua Communications | Project Manager | 2012 | 2015 |
| Dimension Data | Project Manager | 2008 | 2012 |
| UCS Solutions | End User Support Engineer | 2006 | 2008 |
| Lawyers Access Web | Technical Support Consultant | 2005 | 2006 |
| Business Connexion | Junior Support Engineer | 2004 | 2005 |
| Department of Finance | Web Developer | 2003 | 2004 |

## Skills summary

| **Skill name** | **Skill level** | **Years** |
| --- | --- | --- |
| Microsoft Office Suite | 5 |  |
| MS Projects | 5 |  |
| Enterprise Project Portfolio Management | 5 |  |
| Project Portfolio Office | 5 |  |
| HTLM | 4 |  |
| CSS | 4 |  |
| JavaScript | 4 |  |
| VBScript | 4 |  |
| DHTML | 4 |  |

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| **Skill level key** |  |
| Appropriate training only | 1 |
| Limited practical experience | 2 |
| Solid practical experience | 3 |
| Extensive experience | 4 |
| Expert | 5 |

## Detailed career history

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| --- | --- | --- | --- |
| **Company name** | Absa Bank | | |
| **Job title** | | **Start date** | **End date** |
| Digital Project Manager | | 2021/12 | 2020/05 |
| **Summary** | | | |
|  Analysing project requirements and preparing budgets and schedules.   Developing detailed designs, plans, and monitoring progress as well as writing up reports.   Liaising with relevant teams, clients, and managers for the duration of the project.   Conducting research on market trends and how to use social media for advertising.   Establishing good relationships with clients and other professionals.   Using SEO best practices and Google Analytics.   Using content management systems and project management software.   Aligning digital marketing strategies with overall business goals.   Managing and improving all social media accounts.   Keeping abreast of all developments in digital marketing. | | | |
| **Reason for leaving** | Contract ended | | |

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| --- | --- | --- | --- |
| **Company name** | National Treasury | | |
| **Job title** | | **Start date** | **End date** |
| ITB Project Manager | | 2020/10 | 2021/11 |
| **Summary** | | | |
|  Develop a detailed scope of work and project architecture based on the user  journey, deliverables, milestone and dependencies   Independently manages end to end execution of IT projects, varying in size and  complexity   Provide support to the ICT department in managing all the different Business unit  within National Treasury   Compile project plan and project charters as defined by client requirements   Required – from kick-off, through all reviews, to QA, go live, project reviews and case  studies   Prepare Steerco/Board pack for Status Update and present to the Board   Distribute the project plan – advising traffic, client service and creative of the milestones and reviews.   Track and update project progress weekly to the PMO Manager   Work with client service to ensure clients achieve an understanding of expectations, deliverables, dependencies, risks and progress throughout the production phase.   Manage scope creep to ensure that projects are delivered on time, according to scope,  budget and strategy expectations   Obtain formal sign off on all project deliverables; this includes coordinating feedback and involvement from the account management team, creative department and the client.   Create contingency plans with appropriate input from key team members and implement a revised plan, scope and budget if necessary, in a timely manner. Assures project legal documents are completed and signed (image rights, photo releases, model releases, etc.).   Communicate progress, risks, expectations, timelines, milestones and other key project metrics to the team. | | | |
| **Reason for leaving** | Contract ended | | |

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| **Company name** | League Digital | | |
| **Job title** | | **Start date** | **End date** |
| Project Manager | | 2019/04 | 2020/09 |
| **Summary** | | | |
|  Develop a detailed scope of work and project architecture based on the user journey, deliverables, milestones and dependencies.   Independently manages end to end execution of digital projects, varying in size and  complexity   Validate the production brief through a comprehensive understanding of the project requirements, objectives and deadlines.   Production plans must be comprehensive, detailing activities per resource, deliverable and milestones.   Distribute the project plan – advising traffic, client service and creative of the milestones and reviews.   Communicate progress, risks, expectations, timelines, milestones and other key project metrics to the team.   Work with client service to ensure clients achieve an understanding of expectations, deliverables, dependencies, risks and progress throughout the production phase.   Manage scope creep to ensure that projects are delivered on time, according to scope, budget and strategy expectations.   Evaluate all key project deliverable through to the final product to ensure traceability  of requirements, high quality and client approval   Obtain formal sign off on all project deliverables; this includes coordinating feedback and involvement from the account management team, creative department and the client.   Create contingency plans with appropriate input from key team members and implement a revised plan, scope and budget if necessary, in a timely manner. | | | |
| **Reason for leaving** | Retrenchment due to covid | | |

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| **Company name** | Absa Bank | | |
| **Job title** | | **Start date** | **End date** |
| Program Manager | | 2018/06 | 2018/12 |
| **Summary** | | | |
|  Program manage the Rest Of Africa RPA Processes ensuring the project plan,  systems readiness, knowledge capture and transfer, process documentation,  transition sign off, risk review and management coordinated in an effective manner   Independently manages end to end execution of multiple RPA projects ,varying in size and complexity   Develop and manage timeline and budget for annual deployment plans   Undertake due diligence of local country business to assess as-is operations, to  validate processes that are included in scope   Ensure effective management of project plan and deliverables by identifying, resolving or escalating delays ,risk and issues   Provide clear and concise communication on project scope ,vision, timelines and all  project deliverables to automation project stakeholders   Ensure effective governance of the RPA project lifecycle by adhering to the  appropriate governance standards, policies and leading practices   Implements engagement review and quality assurance procedures in accordance  with our methodology to ensure profitable and successful execution of programs as measured by goals customer satisfaction   Facilitating meetings including preparing agendas and coordinating schedules and  documenting meeting minutes, following-up on action items, gathering ,organizing  and distributing project related documentation   Manage timely and effectively escalations when needed to ensure successful  transition | | | |
| **Reason for leaving** | Contract ended | | |

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| **Company name** | ABInBev(SAB) | | |
| **Job title** | | **Start date** | **End date** |
| Senior Finance Project Manger | | 2017/10 | 2018/05 |
| **Summary** | | | |
|  Agree detailed transition plans with clear milestones and timelines, identifying  interdependencies   Project manage the Transition process ensuring the transition plan, timetable,  systems readiness, knowledge capture and transfer, process documentation,  transition sign off, risk review and management, service provider capability and IT  systems requirements are coordinated in an effective manner   Ensure effective project, stakeholder and change management tools and processes  are in place and that these are used effectively throughout the transition   Undertake due diligence of local country business to assess as-is operations, to  validate processes that are included in scope   Ensure a smooth handover of services to operations such that the transition has  minimum impact on operating service levels throughout   Manage business stakeholder governance during transitions cycles   Establish a governance framework to effectively manage milestones, deliverables and performance of transition team.   Ensure risks are appropriately managed and mitigating actions are in place to  ensure continuity of service and minimum disruption to both existing operations and the processes to be transitioned   Coordinate communications and stakeholder management to ensure successful  delivery of the transition in line with the plan and reporting cadence of central NoCC team   Ensure that a detailed knowledge transfer and training plan has been developed and monitor progress   Establish review mechanism to include performance, compliance, risk and  Transition milestone review   Ensure that a robust monitoring process is implemented, and rigor is established to resolve process inefficiencies, manage any backlogs and capture lessons learned in the Go-live and stabilization phases | | | |
| **Reason for leaving** | Contract ended | | |

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| **Company name** | Bytes Document Solution | | |
| **Job title** | | **Start date** | **End date** |
| Project Manager | | 2014/07 | 2017/09 |
| **Summary** | | | |
|  Set up and facilitate project kick off and scoping Sessions;   Set up Scope of work (SOW)/Project Initiation document and project schedule and obtain sign off   Manage project resources according to SOW and project schedule;   Load and update assigned projects into PPO and update weekly.   Provide constant feedback on Project Performance and Project delivery   Identify, manage and communicate project risks, issues and overall project progress;   Managing relationships with Stakeholders and Customers   Work closely with business-units (Opco’s) to achieve their business goals and objectives   Chair project progress meetings, record and distribute minutes of chaired meetings;   Facilitate delivery and installation of machines.   Create asset list of devices and do audits thereof.   Maintain a high level of Customer Service. | | | |
| **Reason for leaving** | Looking for new challenges | | |

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| **Company name** | Nashua Communications | | |
| **Job title** | | **Start date** | **End date** |
| Project Manager | | 2012 | 2015 |
| **Summary** | | | |
|  Attend meetings, take minutes and distribute to relevant stakeholders.   Follow up on actions, decisions and tasks related during meetings   Draft and distribute the relevant documentation of project meetings, sponsor panel meetings and adhoc meeting request prior to schedule meetings.   Risk and Issue Log maintenance.   Extract and provide project summary reporting in line with agreed deliverables to support the Project Manager in this activity.   Draft project and task schedules in Microsoft Project, Resource planning and allocation,  Task dependencies, Duration and estimation, Priorities tasks   Facilitate necessary planning sessions to clarify project requirements and draft statement of work documentation for customer approval.   Publish project schedules and relevant supporting documents on a daily basis on the  Enterprise Project Management system (EPM)   Provide EPM extract to the line managers using Microsoft Excel 2010.Monitor project tasks according schedules.   Project Roll out for Nedbank, Mutual and Federal and Old Mutual. | | | |
| **Reason for leaving** | Restructuring | | |

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| **Company name** | Dimension Data | | |
| **Job title** | | **Start date** | **End date** |
| Project Manager | | 2008 | 2012 |
| **Summary** | | | |
|  Project Manager on Transactional projects   Attend meetings, take minutes and distribute to relevant stakeholders.   Follow up on actions, decisions and tasks related during meetings   Draft and distribute the relevant documentation of project meetings, sponsor panel meetings and adhoc meeting request prior to schedule meetings.   Risk and Issue Log maintenance.   Extract and provide project summary reporting in line with agreed deliverables to support the Project Manager in this activity.   Draft project and task schedules in Microsoft Project   Resource planning and allocation   Task dependencies   Duration and estimation   Priorities tasks   Publish project schedules and relevant supporting documents on a daily basis on the Enterprise Project Management system (EPM)   Provide EPM extract to the line managers using Microsoft Excel 2010.   Monitor project tasks according schedules | | | |
| **Reason for leaving** | Growth and new challenges | | |

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| **Company name** | UCS Solutions | | |
| **Job title** | | **Start date** | **End date** |
| End User Support Engineer | | 2006 | 2008 |
| **Summary** | | | |
|  Support the Clients on site and HEAT on incoming calls   For Projects, perform end-user related tasks as required   Pro-actively manage production environment eg: anti-virus and patch distribution and management   Produce management information reporting as required   To resolve calls within SLA   Stay abreast of technological advances in the end-user space in order to provide customers with innovative solutions and expert knowledge   Perform periodic knowledge transfer to first-level support staff   Document and periodically review all processes and procedures   Build positive relationship with client and partners | | | |
| **Reason for leaving** | Retrenched | | |

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| **Company name** | Lawyers Access Web | | |
| **Job title** | | **Start date** | **End date** |
| Technical Support Consultanat | | 2005 | 2006 |
| **Summary** | | | |
|  Provide Telephonic Support Remotely   Log calls on Maximizer   Law Access Web Regibond Reginet   Install Software Server EP Web EP   Do support on Software Errors   Installation of Software   Configure Clients Path and Web versions   Support on Regibond and Reginet | | | |
| **Reason for leaving** | Growth, new challenges and I needed to focus into ICT. | | |

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| **Company name** | Business Connexion | | |
| **Job title** | | **Start date** | **End date** |
| Junior Support Engineer | | 2004 | 2005 |
| **Summary** | | | |
|  Logging Calls on Remedy and Resolve for:  Support Services  CAIIS (Comparex Internals)  Managed Services  PQ Vector   Providing Remote Support and 2nd Level Support   Repair/Reporting of Unresolved Calls | | | |
| **Reason for leaving** | Growth and new challenges | | |

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| **Company name** | Department of Finance | | |
| **Job title** | | **Start date** | **End date** |
| Web Developer | | 2003 | 2004 |
| **Summary** | | | |
|  Updating Websites   Managing Websites   Programming in VB and MS access   Developing Sites Using   HTML, CSS, JavaScript, VB, VBScript, DHTML, ASP   Macromedia Flash and Fireworks.   MS access, Oracle and Sql Servers   Creating and Updating Stored Procedures   Design Tables and Views   Creating links to related tables   Exporting and importing data to and from an SQL tables and views   Create logical and/or physical database models.  Create estimates for work scope and create work plans.  Troubleshooting, query optimization, performance tuning, | | | |
| **Reason for leaving** | I needed to relocate to Johannesburg and the position was an internship. | | |