# curriculum vitae

**Introducing**

## Personal details

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| **Full names:** | Nandipha Nogxina |
| **Position applied for:** | Business Analyst |
| **Nationality:** | South African |
| **ID number:** | 7601240699080 |
| **EE Profile:** | African female |
| **Languages:** | English |
| **Area of residence:** | 216 Main Avenue, Ferndale, Randburg, 2194, South Africa |
| **Date of birth:** | 24 January 1976 |
| **Notice Period:** | Immediately |
| **Rate/Salary:** | **R**  *(Bill rate to Nedbank which is inclusive of the pay rate to the Contractor)* |

## Executive summary

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| **Overview:** |
| Experienced and passionate Senior Business Analyst with over nine years of experience evaluating and improving business systems for well-known organizations. With a solid experience in project Implementations working with diverse teams with different applications. Has Mentored other Business Analysts in projects environment and has consulting experience improving company processes, implementing projects |

## Qualifications

| **Qualification** | **Institution** | **Date** |
| --- | --- | --- |
| Information Technology | University of Technology Petronas, Ipoh, Malaysia | June 1999-Dec 2003 |
| B Com Accounting | Rhodes University, Grahamstown | Feb 1996-June 1998 |
| Matric | Nongeke High School, Bizana | Jan 1990-Dec 1994 |

| **Certificate/Training** |
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| SAP Finance, SAP June 2004 — June 2004 Cobit, Cobit 2007 — 2007 Business Analysis, Inhouse Training June 2008 — December 2008 Itil, Pink Elephant |

## Career summary

| **Company** | **Position** | **Start date** | **End date** |
| --- | --- | --- | --- |
| Redhat Digital | Senior Business Analyst | April 2022 | Current |
| Tech Mahindra, Sandton | Senior Business Analyst | Aug 2021 | Mar 2022 |
| First Love International, Port Edward | Business Consultant | 2019 | Jan 2021 |
| Self Employed | Business Consultanat | May 2017 | 2018 |
| PetroSA | Senior Business Analyst | 2006 | Jan 2016 |
| PetroSA | SAP Finance and Authorisation Specialist | 2004 | May 2006 |

## Skills summary

| **Skill name** | **Skill level** | **Years** |
| --- | --- | --- |
| IFS | 4 | 5 |
| SAP | 4 | 6 |
| Oracle | 4 | 6 |
| Documentation Tool: MS office(word, excel, power point,project) | 5 | 7 |
| MS Visio | 4 | 5 |
| Leadership | 4 | 6 |
| SDLC Methodologies: Waterfall, Agile (scrum) | 4 | 6 |
| Presentation Skills | 4 | 5 |
| Coaching and Mentoring | 4 | 6 |
| Facilitation | 4 | 5 |
| Business Process Improvement | 4 | 6 |
| Data Migration | 4 | 6 |
| Gap Analysis | 4 | 6 |

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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** | Redhat Digital | | |
| **Job title** | | **Start date** | **End date** |
| Senior Business Analyst | | April 2022 | Sep 2022 |
| **Summary** | | | |
| Client Unisa Oracle Fusion Implementation Project   * Investigate and perform business analysis and determine business system requirements and identify alternatives. * Documentation of As IS Processes * Set up and facilitate workshops with stakeholders to gather, elicit and identify business and system requirements * Design and document innovative business solutions using information technology. * Gap Analysis * Assist technical designers to understand the business requirements. * Testing of technical solutions, business and technical processes and calculations. * Assist and sign off the test cases for functional and non- functional, integration and testing activities. * Participate and provide input into the design and functional discussion with the technical designers. * Investigate, identify and document business requirements to address process or system constraints resulting in process and training documentation for the trainers. | | | |
| **Reason for leaving** | Contract ended | | |

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| **Company name** | Tech Mahindra, Sandton | | |
| **Job title** | | **Start date** | **End date** |
| Senior Business Analyst | | Aug 2021 | Mar 2022 |
| **Summary** | | | |
| Client Minteck Implementation of IFS. (contract)   * Elicitation - complete, clear, correct and   consistent requirements clearly documented and signed off in * Analysis solution design sign off from all stakeholders. * Structure the raw data collected during requirements elicitation, identified gaps in the information * Refine the documentation based upon stakeholder feedback and interactively ensure feasibility of the proposed requirements to support the business and user needs, goals and objectives. * Requirement’s communication - written acceptance of understanding of requirements from all stakeholders. * Data Migration from SAP to IFS System. * Testing IFS. * Developing and documenting Test Case Scenarios. * Training the users. | | | |
| **Reason for leaving** | Project got stopped(client didn’t pay) | | |

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| --- | --- | --- | --- |
| **Company name** | First Love International, Port Edward | | |
| **Job title** | | **Start date** | **End date** |
| Business Consultant | | 2019 | Jan 2021 |
| **Summary** | | | |
| * Contributed to the development and advancement of the business discipline in the organization as a whole. * Recommended and provided insight into the best techniques in delivery business analysis on projects. * Lead project management team on the analysis of the project life cycle. * Record all process flows from migration requests for new projects. * Facilitate all communications concerning migrations. * Coordinate customer meetings to ensure that clear actions plans are unanimously taken. * Record and contribute to performance and testing where needed for projects. * Facilitate successful delivery of project requirements to meet client specification. * Outline and administer requisite training when needed and make sure training needs for new projects are available. * Ensured smooth transition from Project to Support with necessary documentation. * Complete and document any process mapping and process re-design/improvement opportunities accordingly. | | | |
| **Reason for leaving** | Company went back to USA due to Covid 19 | | |

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| **Company name** | Self Employed | | |
| **Job title** | | **Start date** | **End date** |
| Business Consultant | | May 2017 | 2018 |
| **Summary** | | | |
| * Analyse and evaluate client requirements and business goals.         Conduct research and information gathering.   * Recommend appropriate IT strategies to increase business  opportunities. * Initiate structure documentation and presentation of findings. * Identify and document functional requirements and recommend  best systems to be used. * Drive process improvements and efficiencies. * Document Business Processes. * Recommend best IT Practices. | | | |
| **Reason for leaving** | Wanted to spend more time with Family | | |

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| **Company name** | PetroSA, Cape Town | | |
| **Job title** | | **Start date** | **End date** |
| Senior Business Ananlyst | | 2006 | Jan 2016 |
| **Summary** | | | |
| * Consulted widely throughout business departments on technology to enhance business outcomes, translating business needs into justifiable business cases showing ROI (Finance, Office of the CEO, SHEQ, Corporate Strategy and Corporate Shared Services, Communications) * Aligned ICT Strategy with Business Action plans * Managed the interface between business and systems, reporting on status and obstacles * Developed Business Cases for new systems * Facilitated requirements meetings to establish detailed requirements with both the technical and business resources for assigned projects or initiative * Documented customer’s requirements for customers to sign off * Created functional and technical requirement documentation as required * Kept SharePoint repositories up to date with all Projects documents and monthly reports * Documented as-is and to-be processes * Created test cases and manage the testing process * Tested delivered systems to ensure that the system met the customer's requirements * Implemented decisions by developing practical operational deadlines and targets * Co-determined scope, goals and measurements for evaluation * Completed all project reports as required by the project office or management * Developed support systems to optimise performance in the following disciplines and departments: * Assisted executives to communicate business plans to departments, translating technical elements into business milestone * Ensured information flow between aligned departments and stakeholders relative to project status * Controlled project budgets, streamlining expenditure where necessary * Delivered project results on time and within budget * Managed Process Innovation Management Service, Business Architecture & Repository * Oversaw IT Demand Management and Service delivery * Provided direction to Enterprise, Business and Solution Architects * Managed technical teams to ensure support and continuity * Designed and reported on standard metrics, reports and analysis on projects and impact on business results * Provided technical and professional advice on matters requiring special problem resolution. | | | |
| **Reason for leaving** |  | | |

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| **Company name** | PetroSA | | |
| **Job title** | | **Start date** | **End date** |
| SAP Finance and Authorisation Specialist | | 2004 | May 2006 |
| **Summary** | | | |
| * Implemented and managed SAP Security System and maintenance thereof * Built and tested roles across SAP system within business functions * Granted user authorizations, with due regard for sensitive information and functionality * Ensured requests for access were justified, properly authorized and relevant to function * Maintained user profile and roles, adapting to evolving business needs as well as changes in personnel and Conducted Risk Analysis operations * Performed SAP security audits using Compliance Calibrator Tool * Developed critical business solutions * Presented solutions to Managed highlighting return on investment * Initiated projects, documented and supervised testing * Trained users and stabilized process for roll out. | | | |
| **Reason for leaving** | Career growth | | |