**CANDIDATE SUMMARY**

# PERSONAL INFORMATION

**NAME** Thandeka Ingrid Zulu **KNOWN AS** Thandeka

**ID NUMBER** 7505090801086 **AGE**: 35

**GENDER**: Female **NATIONALITY** South African

**LANGUAGES** Zulu; Afrikaans; English; Xhosa, French

**CONTACT DETAILS: MOBILE NO:** +27(0)71 415 2095or +27(0)76 578 3055

**EMAIL ADDRESS**: [zulu.thandeka@gmail.com](mailto:zulu.thandeka@gmail.com)

**RESIDENTIAL & POSTAL ADDRESS** 131 Mariannridge Drive, Caversham Glen, Pinetown, 3610 KwaZulu - Natal

# QUALIFICATIONS

**EDUCATION**

**Secondary Education Highest Grade Completed: Matric, passed with Exemption**

**Name of school**: Brettonwood High School – Durban, South Africa (1993)

**Subjects:**

English (First Language) Afrikaans (Second Language) Business Economics

History Home Economics Biology

*Was enrolled at Durban Girls College until Standard 7*

**Tertiary Education**

**Institution Name**: Technikon Natal / Durban University of Technology (DUT) – 1998

**Course Name**: Dip Chartered Institute of Company Secretaries & Administrators (CIS) Affiliate CIBM 1

**Credits**: Information Systems Communication Commercial Law and Governance

Management Information Systems Economics Quantitative Techniques (Statistics)

**Institution Name:** University of South Africa (UNISA)

**Course Name:** Bachelor of Arts Specialisation in International Relations (Current)

**Credits passed**:

Introduction to Theory of Law I & II English Studies – Appreciation Literature

Writing I & English Studies - Explanation in Read & Mean I Pre-colonial South Africa I

The making of early colonial South Africa I Fundamentals of International Politics

Politics as a social activity I Understanding the State I

Politics of Contemporary Africa South Africa in International Politics

Indigenous Private Law II International Organisations II

Diplomacy – International Politics III Principles of International Law III

**COURSES PREVIOUSLY ATTENDED:** Safety and Evacuation Procedures training (2006)

Risk Management Training (KPMG 2009) Occupational Health & Safety Training at Moses Mabhida Stadium 2010

**COMPUTER PACKAGES PROFICIENT IN:**

MS Excel 2010 MS Outlook 2010 MS Project 2007

MS Word 2010 MS PowerPoint 2010 Pastel Accounting

Oracle Financials & HR MDA Property Management System

# WORK EXPERIENCE

**COMPANY** : AFRICAN CUP OF NATIONS LOCAL ORGANISING COMMITTEE

Moses Mabhida Durban

**INDUSTRY** : International Sporting Federation Event

**PERIOD OF EMPLOYMENT** : Sept 2012 - Current

**POSITION** : **Assistant to the Head of Provincial Operations**

Booking of event venues and planning logistics; Administrative support to the organising team; filing and compiling of all event related documentation including minutes and disaster management planning documents; Liaison with external stakeholders that include diplomatic representatives of state and having to address all protocol routines necessary; maintenance of all office equipment and ordering of all consummables; assistance in the sourcing of all relevant layout drawings and other structural documentation necessary for the site of the event for risk management committee and Joint Operations Committee (JOC) purposes for the event and the preparatory events preceding the event; Retention of all Invoices and Delivery notes from all key sponsors of the event; sourcing of all information requested for Security Verification purposes by national government and to facilitate the Accreditation process for internal and external stakeholders for the event; Compilation of Project Management reports for the LOC for the entire project.

**COMPANY** : MOTSENG PROPERTY SERVICES – Pavilion Shopping Centre

**INDUSTRY** : Property, Facility, Soft Services and Centre Management

**PERIOD OF EMPLOYMENT** : Jan 2011 – Feb 2012

**POSITION** : **Operations Assistant**

Responsible for Finance control (Budgets), organising and directing for Operations. Assists with the Procurement Administrative services, handles third party contracts and directs Procurement Procedures. Maintains all contractual services (Plumbing, Electrical, Waste Management, Cleaning and Hygiene, Landscaping, Parking Management, Pumps, Security and Surveillance, Systems, Fire equipment and Sprinklers) in a current state and keeps a well maintained budget. Reports on Operational maintenance expenses and capital expenditure. Completes special projects as assigned. Assumes responsibility for ensuring professional business relations with vendors, contractors, and trade professionals. Ensures that billing discrepancies are promptly tracked and resolved. Develops and implements safety directives. Assists with financial forecasting duties, and generates and updates schedules for building expenditures. Assists the Operations Manager in Ensuring that facilities operations are cost effective, efficient, and within established budget constraints. Assists & oversees the procurement of furnishings and equipment in accordance with budget planning. Researches vendors, contractors, and suppliers to ensure that equipment and services are of acceptable quality, competitively priced, and delivered on time. Ensures that all maintenance agreements are current. Ensures that billing discrepancies are promptly tracked and resolved. Assists with sourcing Suppliers that meet the clients BBBEE requirements and loading onto the data base. Assumes responsibility for ensuring the efficient and cost effective administration of Centre operations. Ensures that Centre operations are in compliance with established procedures, policies, regulations and codes. Authorises of invoices for payments. Assists with sourcing information related to tenders. Calculates operational costs for charge out to the tenants ensure recoveries where appropriate. Conducts periodic inspections on Maintenance Stockrooms and conducts regular / monthly stock counts. Updates asset register on a regular basis. Assists the Operations Manager with Coordinating maintenance activities. Ensures that Centre operations are in compliance with established procedures, policies, regulations and codes. Issues tender / maintenance scope of works documents. Day to day running and control of Preventative Maintenance, Scheduled maintenance.

**COMPANY** : BKS (Pty) Ltd posted at **Moses Mabhida Stadium Durban** project

**INDUSTRY** : Stadium Management Project Management &

**PERIOD OF EMPLOYMENT** : October 2009 to December 2010

**TYPE OF TERM** : FIXED TERM CONTRACT

**POSITION** : **Stadium Operations OHS and Risk Management Assistant**

Compiled correspondence and filing; Arranged meeting and workshop bookings for internal and external stakeholders for *Stadium Operations, Maintenance, Commercial and Sponsorship and for Disaster Management* stakeholders; Assistance with compilation; Ordered office supplies and monitoring of office supply stock levels and replenishment; Research for Commercial and Sponsorship stakeholders/ partners; Assistance with Commercial and Sponsorship stakeholder/ partner legal contracts; Interface with and resolved queries for and to the contracted suppliers and filing of documentation: *Control Room, Cleaning Company and Security Company* and facilitation of processes for the stadium with guidance from Stadium Operation Management and Risk Consultant - Maintenance related requests or reported incidents and assistance with general stadium facilities ; Following up with suppliers to ensure resolution to queries/ incidents; Assistance with access control system implementation at the Control Room; Assistance and interface with and attendance to queries and requests pertaining to the client (eThekwini Municipality); FIFA LOC and other external stakeholders including Disaster Management stakeholders ; Retention of all Invoices and Delivery notes from all key sponsors of the event; sourcing of all information requested for Security Verification purposes by national government and to facilitate the Accreditation process for internal and external stakeholders for the event; Compilation of Project Management reports for the LOC for the entire project. Receiving of clients and guests and provision of refreshments; Collated staff payroll timesheets and submission to HR; Collated *Event Summaries for all bowl events*; Sourced and filed architectural layout drawings for Operations; Handled non-media imposed public enquiries on the stadium and referral to relevant role players at the stadium; Assistance in the drafting, collating and recording of documentation for the stadium Risk Management component for all MMS bowl events with Disaster Management stakeholders. Assistance with the drafting of agreements and billing. Assistance with compiling, calculating and issue of payment packs for CAPEX items.

**COMPANY** : Sporting and Event Projects

**INDUSTRY** : Shipping and Sports Management

**PERIOD OF EMPLOYMENT** : Mar 2009 to Sept 2009

**POSITION** : **Administration, Project Management & Compliance Consultant**

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| **DUTIES** | : | Compiled client proposals and reports including administration;  Project costing, planning of contractor teams on-site and project costing  Networking events for built environment contractors; Booking of event venues and planning logistics  **Immigration administration** |

**REASON FOR LEAVING** : Part time work alongside other part time roles.

**COMPANY** : KMPG

**INDUSTRY** : Auditing

**PERIOD OF EMPLOYMENT** : Sep 2007 to Feb 2009

**POSITION** : **Executive Assistant to Director**

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| **DUTIES** | : | Compiled client proposals and reports for the analysts and the Director;  Booked meeting rooms and arranged divisional functions; Arranged document deliveries by Docex, post and courier service; Filing; Completed requisitions for the division for accounts payable; Arranged travel bookings; Distributed invoices; Preparation of divisional Leave forms for authorisation for HR to process distributed client Invoices; Preparation expense claims for authorizations and processing by accounts receivable;  Assistance and facilitation of the staff recruitment process for the division;  Tracking of training for all ITA Durban staff; *Achievements and other involvements*: The KPMG Community Service Initiative (CSI) group in 2007 and 2008; Assisted an immigrant colleague (I Nyamusa) with fulfilling Immigration Act obligations as part of the recruitment process |

**REASON FOR LEAVING** : Wanted more flexibility

**COMPANY** : Deloitte & Touché

**INDUSTRY** : Auditing

**PERIOD OF EMPLOYMENT** : Feb 2007 to Aug 2007

**POSITION** : **Tax Secretary**

**REPORTING TO : Tax Directors and 12 Tax Consultants**

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| **DUTIES** | : | Compiled tax consulting client documentation for corporate tax, Indirect tax, customs and excise, as well as assistance to Immigration Services consultants and directors; Filing, retrieval and referencing of client files on the Deloitte library database and library; Compiled, distributed and filed invoices (against billing reports) to and for tax clients; Coordinating of documentation sent and received from SARS; Acquired and controlled divisional stationery; Compiled cheque requisitions for the division; Maintenance management of office equipment; Booked meeting rooms and arranged divisional functions; *Achievement other involvements*:  ‘Take A Girl Child To Work’ chaperone and mentor in 2007 for Deloitte & Touche |

**REASON FOR LEAVING** : Contract ended (was offered to stay on however already secured KPMG)

**Sep 2006 to Feb 07 - Relocated to Durban**

**COMPANY** : SAIL Group

**INDUSTRY** : Sports entertainment and events organising

**PERIOD OF EMPLOYMENT** : Jul 2005 to Sep 2006

**POSITION** : **Sponsorships Administrator: Vodacom Golf and Vodacom Western Province Rugby**

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| **DUTIES** | : | *Project Accounting and Project Management* (Purchase Orders, budget management); Front and Backend administration of the RSVP system for Vodacom Origins of Golf Tournaments *Client liaison*: Vodacom sponsored national Golf Driving Ranges, the Sunshine Tour, SA Tour and the Vodacom Western province Rugby clients *Ordered and managed stock controls*: cell phones for rugby promotions, HSDPA cards golf promotions and other promotional stock items *Compiled sponsorship contracts* for Vodacom Gold and Western Province rugby *Advertising*: Specification and checking and of artwork for Vodacom branding and logo solution in publications and secondary storage media *Booking of venues and arranged itineraries* for tournaments and trips to matches and client meetings -processing payments *Personal Assistant: Chief Financial Officer* Assistance with the Company Secretarial function; Processed departmental invoices and purchase orders; Documenting, filing and referencing of sport sponsorship contracts; Coordinated of board and audit committee meetings; Managed newspaper subscriptions, ordered stationery and refreshment stock and booking of venues for executive and departmental meetings |

**REASON FOR LEAVING** : Relocated to Durban

**COMPANY** : Construction Industry Development Board

**INDUSTRY** : Construction

**PERIOD OF EMPLOYMENT** : Oct 2004 to Jun 2005

**POSITION** : **Assistant Financial Officer**

**REPORTING TO : Chief Financial Officer**

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| **DUTIES** | : | Supply Chain Management and Procurement (PA to him as well); *Reconciliations*: For telephone and cell phone accounts, office rental and staff travel; Project Administration reports and payments for Consultants contracted to CIBD by the Department of Public Works; Captured and processed invoices *Human Resources*: Staffs leave processing and reconciliations; Supervision of the Receptionist and the Office Assistant; *Stock Control:* Office refreshment and First Aid Support *Facilities Management*: Access and alarm systems control; Processed and Fore for foreign travel *Achievements:* Assisted in achieving the budget spent for that year. |

**REASON FOR LEAVING** : Contract ended

**COMPANY** : GOLDFIELDS – DRIEFONTEIN - CARLTONVILLE

**INDUSTRY** : MINING

**PERIOD OF EMPLOYMENT** : June 2004 – Sept 2004

**WORK TYPE** : SHORT TERM TEMPORARY CONTRACT

**POSITION** : PA and Administrator – PROPERTY

**DIVISON** : High Density Housing and Low Density Housing - Human Resources

**REPORTING TO :** Ronnie Lousteau

**DUTIES:** Minute taking at management meetings, compilation of presentations and reporting, following up on HR related staff queries, secretarial assistance to the HR Director, Financial Manager for High Density Housing and the Consultants in Charge of Catering. Reporting on Staff allowances pertaining to Housing. Calculation of budget projections for proposed staff housing developments. Filing of documentation. Managing of the HR Director’s office

**REASON FOR LEAVING :** It was a temporary assignment that was paying a nominal salary

**COMPANY** : Business Women's Association

**INDUSTRY** : NGO

**PERIOD OF EMPLOYMENT** : Jan 2004 to Mar 2004

**POSITION** : **Branch Coordinator -Johannesburg**

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| **DUTIES** | : | Live back and front end client database management of invitations and RSVP’s; Compiled branch specific newsletters, web advertisements and newsflashes; Monthly financial report compilation and management of branch finds; Events management for members; Dealing with member queries; *Achievements:* Kept the Johannesburg branch profitable throughout my term there |

**REASON FOR LEAVING** : Temp assignment ended

**COMPANY** : Various Companies - TEMPORARY POSTS TAKEN

**INDUSTRY** : Various

**PERIOD OF EMPLOYMENT** : Feb 2003 to Dec 2003

**POSITION** : **Various**

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| **DUTIES** | : | Gold Fields – KLOOF branch - Nov 2003 to Dec 2003 **Project Administrator**  Data storage solution for archive staff data ;  Gem Interactive - Apr 2003 to Jul 2003 **Project Manager**  Experiential marketing and networking campaigns for BMW Midrand; Events Management package sales major exceeding100 delegates; Supervision of the Events Administrator on sales  MERSETA - Feb 2003 to Mar 2003 **Project Coordinator**  Coordination of conference and venue bookings for delegates; Liaison with external stakeholders of Ceppwawu and Solidarity Unions; Project updates for work done by Merseta accredited Assessors; Managed and updated database of Merseta accredited Assessors; Compilation of content packs and programmes of activities for Merseta events and training programmes by accredited Assessors; |

**REASON FOR LEAVING** : Temp assignments ended

**COMPANY** : MultiChoice Africa

**INDUSTRY** : Entertainment

**PERIOD OF EMPLOYMENT** : Sep 1998 to Jan 2003

**POSITION** : **Finance Administration Assistant, Regional PR, Interactive PA**

Bank Deposit tracking of Offline Agencies and online subscriber payments; Purchase Order receipting and matching;; Captured General and credit control journals; Assisted the Accountant in doing financial year end recons for 1998/9 year; Coordinated a Multichoice inter-regional teambuilding netball tournament in 1999*Public Relations / General Assistant to the Human Resources and General Manager (Durban)*Corporate and Regional communications; Local and international travel bookings; Solved regional queries from subscribers and the press; Event Budgeting and cost management; Ordered and maintained promotional stock items; *Human Resources* Monthly HR reporting to Durban’s Branch Manager and HR Manager; Scheduling of internal and external training; Human Resource area (HR library) stock orders; Facilitation of recruitment & HR processes incl staff disciplinaries and other HR meetings; Assisted with facilitation of Change Management during the pre-retrenchment phase; Personal file and Payroll management for the region on the Unique Payroll system; Trainer of the Staff Induction Course; *Achievements:* Coordinated the Keep the Customer Satisfied campaign; The Wellness Week; Black Market Growth campaign and the Multichoice Durban region Year End event; *Personal Assistant to General Manager*: Interactive Technology (Johannesburg): Processed forex and reconciliations for foreign travel and travel claims; Organised conferences, teambuilding, functions and venue bookings; Acquisition and activation of decoders and smartcards; Processed payments and allocation of monthly departmental budget (only the Expenses); Monthly training planning

**REASON FOR LEAVING** : New challenge

Temporary assignment for Quest Personnel

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| **Nov 1997 to Jan 1998** |  |

**COMPANY** : Umgeni Water – Durban Heights Branch

**REPORTING TO** : Mboniseni Dlamini - Branch Manager

**PERIOD OF EMPLOYMENT** : Nov 1997 – Jan 1998

**POSITION** : **Receptionist and Inventory Stock Controller**

Placed and constantly checked the Chemical Stock bulk orders for the water plant. Completed relevant Order and Requisition forms and sent them to Pineside Branch for verification and final processing. Received calls, made transfers of calls to relevant persons and departments, relayed all messages and kept a log of all messages daily. Ordered office stationery and other office supplies as advised by my supervisor at the time. Recorded and reconciled all hours worked (and forwarding to Human Resources) and all overtime worked for the staff according to clocking sheets. Organised staff events. Booking of meetings and filing of all documentation for the regional head of department Mr Dlamini.

**MY REFERENCES**

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| --- | --- | --- |
| **Name** | **Relationship to me** | **Contact numbers (office hours)** |
| **Mr Leon Whitehead** Previously at Motseng Property Management (now at HBD Group in Sao Tome & Principe) | Maintenance Manager – Operations Department  Pavilion Shopping Centre Management | Mobile Number:+239 985 7138  Skype: Leonwhitehead.4  e-mail: [Leon.whitehead@hbd.com](mailto:Leon.whitehead@hbd.com) |
| **Mr Alf Oschatz**  (BKS (Pty) Ltd)  **Ms Yumna Ameer**  (BKS (Pty) Ltd) | Lead Project Manager: Stadium Structures, Operations & 2010  Site: Moses Mabhida Stadium  Human Resource Manager  Site: Moses Mabhida Stadium | Tel Number: +27 0 31 204 3800  Mobile Number: +27 0 73 673 8774  Tel Number: +27 0 31 204 3800  e-mail address: yumnaa@bks.co.za |
| **Mr Chris Clarke** Deloitte & Touche | My previous Director at Tax -Deloitte Durban | Tel Number: +27 0 31 560 7000  *\*Other contact details may be requested from the Director* |
| **Mr Mduduzi Masikane**  eThekwini Municipality | Advisor to the City Manager – eThekwini Municipality  Site: Moses Mabhida Risk & Disaster Management | Tel Number: 031 582 8222  Mobile number: +27 0 79 141 0005  e-mail: [mduduzim@mmsdurban.co.za](mailto:mduduzim@mmsdurban.co.za) |
| **Ms Ronel Mitchell**  eThekwini Municipality Host City Volunteer Programme Coordinator | Worked closely together in FIFA World Cup 2010 and the events building up to that, and the AFCON Final Draw event | Tel Number: +27 0 31 311 4454  Mobile Number: +27 083 587 6524  e-mail: [mitchellr@durban.gov.za](mailto:mitchellr@durban.gov.za) |