

NCEBA NTWASA

Address 🏠
+27659582397 📞
ntwasanceba@yahoo.com ✉️
www.linkedin.com/in/nceba-ntwasa-
a0b2a277 in
@iNcebayakhe 🌐



OBJECTIVE

I recently joined the Office of the Director of Aviation at SACAA as an Intern. The key role of the office is the strategic leadership of the organization and the co-ordination of policy formulation. It is also responsible for developing and maintaining positive links within the aviation industry and to co-ordinate international relations with other organizations. My objective is to find a job that will set the tone of my career in Strategy Management; with my interest in offering integrated solutions, intelligence, analysis, commercial intelligence and risk analysis. I want to support progressive organizations to transform and accelerate growth by using my skills and knowledge to identify opportunities and mitigate risks.



EDUCATION

B. Com Law & Finance and Corporate Investments | Wits university

JAN 2019 – DEC 2022 (Part-time studies)

Accounting, Commercial law & Applied computational mathematics

Postgraduate diploma in Management | Wits school of business

JUN 2017 – AUG 2018

Governance, Leadership and Public Value; Analytical Methods (quantitative); Development; Economics; Finance; Public Policy; and Strategic Management

Bachelor of Social Science | University of Cape Town

JAN 2013 – DEC 2016

Majoring in International relations & Public policy and administration



EXPERIENCE

Intern: Office of the Director of Aviation | The South African Aviation Authority

DEC 2019 – NOV 2020

- Review the current company roadmap and identify key milestones and deliverables for adoption
- Monitoring and evaluations
- Build Governance Checklists, consisted of activities and deliverables required to support appropriate and efficient decision-making within the company

Business development associate | The Fundamentals Training Centre

APRIL 2017 – JUNE 2017

- Proposal development:
Responding to tender specifications, requesting for proposals and enquiries. Preparing quotations and invoices and negotiating and concluding with clients ensuring that the company is paid for services and products delivered

- Securing of contracts:
Marketing, brokering, prospecting, negotiating and closing contracts with client base
- Marketing:
Sales and promotions of all courses
- Administration and Logistics Management:
Providing support services for events and project implementation Management of all databases including Associates and Client Databases. Administrative management of personnel allocated to specific contracts awarded
- Project management:
Delivering training programmes and events linked to specific contracts awarded



SKILLS

- Strong analytical & problem-solving
- Very accurate attention to detail
- Ability to work independently or with a team
- Flexibly working styles, creativity and innovation
- Big picture thinking
- Interpersonal and communication skills, both oral and written
- Ability to cope with pressure and challenges



ACTIVITIES

In 2018 I was the Chair and a Convener of Citizens ZA Wits university branch, a non-profit organization which encourages young people to be active citizens; saying "why can't we take the initiative to do things for ourselves and help our government rather than waiting on the government to help us". In 2017, I was a member of World Merit South Africa; where I was appointed as the Lead Advocate for the United Nations Sustainable Development Goals (MCLA). Other volunteer work I was involved in during my studies at the University of Cape Town included social organizations such as SHAWCO education and Green-pop nursery; where I help students from townships with the studies after school hours, also being involved in environment and sustainability activities.



REFERENCES

- The Fundamentals Training Centre
Managing Director
Noel Daniels
Contact number: 0824144022
Email: noel@onlineftc.com
- Citizens ZA
Secretary General
Mzwandile Simelane
Contact number: 0767190903
- World Merit South Africa
President
Odwa Mtembu
Contact number: 0817582012