**SIBONGILE NOZIPHIWO MTSABE NCHIFOR**

**Durban, South Africa**

**Contact: +27847162736**

**Email:Sibocali@gmail.com**

**Currently:** We are currently manufacturing amadumbe/yams crispy chips, gluten free flour, nuts processing. We recently won a first runner up, in top entrepreneur’s awards 2019. I also manage catering in adhoc basis. I worked in aquaculture/aquaponics project since 2012, poultry and piggery farm, studying and doing deep research for these purposes. I am an employee as a Managing Director at Sibocali Traders, we work with communities, teaching and guiding them to use what they have to make money and create sustainable farming businesses with the help of the Agriculture Department.

**Position**: **General Manager (Director)**

I keep our board members regularly informed of trends, product innovations and key metrics. Board meetings: I make sure that we hold quarterly board meetings, though the frequency is based on preference. In these meetings, we address key quantitative indicators such as performance metrics and financial statements, discuss challenges and address future strategy and goals, among other important topics. **Cash flow**: I will manage revenue, expenses and external financing to maintain the consistent growth of the business. **Product vision**: I will make sure that our team continually feels clear and excited about where the company is headed. It’s my responsibility to regularly refine our company’s product vision as a result of frequent interactions with our customers. A monthly all-hands meeting is a great setting to remind your team that you know what we’re doing.

**Biography:** I worked as a **Compliance Coordinator** & **Fund Coordinator** at Metropolitan Health Group for three years; I assisted the Compliance Manager in development and implementation of system-wide programs, policies and procedures to ensure compliance with applicable federal and state laws and agency regulations. Monitored and reviewed compliance information to maintain current compliance program. I worked as **Marketing Assistant** & **Communications Assistant** at **Capitec Bank** for three years, where I assisted in preparing a creative PR and marketing strategy for all campaigns and events. I helped to organize large public events, such as Annual General Meeting and the annual Company Networking Conference. I studied **Bachelor of Technology in Marketing degree** (I learnt how to formulate and implement marketing strategies, how to do imports and exports with rules and regulations and how to study international cultures). I have **National Certificate in Multimedia** (Where I learnt to use Photoshop, freehand, fireworks, dream weaver, premier and HTML programs) at Cape Peninsula University of Technology. I engaged in learnership in **Project Management NQF level 4 (**I learnt to manage work by project to accomplish company objective, by implementing Vision & Mission in line with company strategies in sub projects**)** at X-pert managing by project.

**PROFESSIONAL EXPERIENCE**

**Metropolitan Health Group,** (01 August 2009 to 31 August 2011)

**Complaints Coordinator,** Cape Town, South Africa

**Major Responsibilities:**

* I assisted the Compliance Manager with the development and implementation of system-wide programs, policies and procedures to ensure compliance with applicable federal and state laws and agency regulations.
* Monitored and reviewed compliance information to maintain current compliance program.
* Maintained awareness of laws, standards and regulations that may affect healthcare.
* Monitored, audits, investigate, and reports compliance problems and issues.
* Informed Complaints Manager and Board Executive Committee of problems or issues as required. And kept senior managers aware of problems or issues noted in their areas of control.
* Assigned identified compliance problems or issues to Department Managers for correction.
* Monitored and tracks corrections; reviews correction effectiveness and continued compliance.
* Investigated alleged violations of the CMS Compliance program and works with appropriate parties to ensure violations are promptly, properly and consistently resolved.
* Maintained a tracking system for actions and follow-up.
* Managed the Customer Comment program.
* Maintained a reporting system providing timely and relevant information on all aspects of compliance issues.
* Reported quarterly to EXCO on compliance issues.

**Metropolitan Health Group,** (01 November 2008 to 31 July 2009)

**Fund Coordinator,** Cape Town, South Africa

**Major Responsibilities:**

* To compile the management reports.
* Analyzed all data and reporting all discrepancies regarding figures to the Data Administrator and ensuring strict follow-up with the Warehouse Team to facilitate the erasure of problems.
* Reported IT breakdowns in the availability of required information to the Head of Fund Management and to communicate such breakdowns to the meeting Secretary.
* Communicated, liaised and following up with the relevant persons who provide management figures those are not accessible on the data warehouse.
* Liaised on a regular basis with the various fund managers as to the content of the management reports and ensured that new requests are being incorporated.
* Followed up with the respective Committee Secretaries and departmental Secretary on appropriate fund logos and layout stipulations so as to ensure uniformity throughout the Board of Trustee pack.
* Liaised with the meeting Secretaries in respect of the timing and scheduled of the delivery of management reports for binding and distribution purposes to ensure that all documentation is delivered to the client in accordance with the agreed service levels.
* Ensured that each set of management reports is delivered to the respective Fund Manager, Line manager and Head of Function, timeously, so that meaningful comment can be made.
* Assisted the Fund Managers with the preparation of documents and executive summaries associated with the management reports.

**Capitec Bank** (01 June 07 to 31 October 08)

**Communication and PR Assistant,** Cape Town (Stellenbosch), South Africa

**Major Responsibilities:**

* I assisted in preparing a creative PR and marketing strategy for all campaigns and events.
* Ensured all press cuttings files are maintained.
* Ensured media enquiries are dealt with efficiently and accurately.
* Assisted in the management of setting up media interviews, press events and photo calls, and ensured anyone representing the company is fully briefed.
* I helped to organize large public events, such as Annual General Meeting and the annual company Networking Conference.
* Assisted the Events Manager with promotions and other events.
* Assisted in development and action of sponsorship packages
* Managed storage system for exhibition and conference materials
* Managed media contact database.

**Capitec Bank** (14 November 05 to 30 May 07)

**Marketing Assistant,** Cape Town (Stellenbosch), South Africa

**Major Responsibilities:**

* Managed marketing queries inbox for marketing material, adverts, and promotions also material for new branch openings.
* Liaise with the News Papers to arrange Advertisement placements from time to time.
* Briefed the branches on upcoming events internal, posters that need to be changed, ordering system.
* Managed logistics nationally, large and small distributions.
* Assisted acquisitions of all promo material, promo kits.
* Placed orders for Marketing Material and did the requisitions when it is required.
* Followed up on problems with suppliers, monitored status of deliveries and deadlines and update the database suppliers and branches
* Assisted the Brand Manager by conducting a proper research on competitors and compiled comparative rate table and upcoming products
* Prepared marketing report and presented it to the department twice annually.
* I managed a marketing department diary
* Handled mails and postage for the marketing and corporate affairs department.

**COMMUNITY OR VOLUNTEER WORK[[1]](#footnote-1) (non-paid)**

 **Command of Faith Ministries or Women’s leader, currently**

* Listening to their challenges and offer counsel them
* Liaises with the retailers for the support of the needy in the church and manages church events.
* Mentoring women on marriage, parenting and careers.

**EDUCATION & TRAINING**

 **Cape Peninsula University of Technology,** Cape Town, South Africa, (2006)

 Bachelor of Technology Degree in Marketing: Marketing Strategies: Subjects: Marketing, Advertising, Promotions, International Marketing and Accounting for Marketers.

 **Cape Peninsula University of Technology,** Cape Town, South Africa, (2002)

 National Certificate in Multimedia: Basics web designing & video editing: Software (Photoshop, freehand, fireworks, dream-waver, premier and HTML).

 **Expert Group, Tygervalley** Project Management NQF level 4 (2001)

 **CCBSA Entrepreneurs Training,** increasing sales in your business (creating fennel, leads, demos and cold calling)**,** practical in cashflow, investments, property acquisition and development, financial management, code of honor, standing in the edge, taking feedback and improve your business, being tough and stand the test of time etc.

**SKILLS**

**Languages:** English (Good), Xhosa (Good), Zulu (Good)

**Computer:** Microsoft Word, Microsoft Excel, Microsoft Power point, Microsoft Project, Photoshop, Freehand, Fireworks, Dreamweaver, Premier and HTML.

## References

1. Vani Moodley

 iAfrica

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2. Christina Pillay

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3. Mrs. Dudu Mkhwanazi

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4. Palesa Mabidilala

 ygap

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1. [↑](#footnote-ref-1)