

CURRICULUM CITAE OF AUGUSTINE BABHEKILE NGCOBO

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PERSONAL INFORMATION

Full Name: Augustine Babhekile Ngcobo
Known as: Bheki
Title: Miss
Nationality: South African
Identity Number: 791030 0588 087
Gender : Female
Ethnicity Group: Black
Languages: IsiZulu, English, Xhosa and Sotho
Driver's License: Code C1
Own vehicle: Yes

PROFILE

PROFESSIONAL STRENGTHS & SKILLS

- Good verbal and writing skills
- Excellent interpersonal and strategic thinking skills
- Well-mannered, approachable person
- Developed good relationships with key players in Banks, NGO, Government departments and Local Government stakeholders in the area of operation

EDUCATION

Institution : University of Kwa Zulu Natal
Qualification : Bachelor of Community and Development Studies

Institution : University of Stellenbosch
Qualification : Programme in Project Management

Institution : Alison Education
Qualification : Diploma in Project Management

EMPLOYMENT HISTORY



Organization : VukaBee Pty LTD

Sector : Bread and Bakery (currently)

Designation : Owner (self employed)

Duration : February 2021 to date

- PLanning and develop busines strategies
- Oversee Finance and accounting and ensure compliance and legal matters are in order
- Customer service
- Hiring and human resources (part time staff)
- Build an interesting and captivating brand

Organization : The WDB Trust, *Mtubatuba*

Industry/Sector : NGO Sector

Designation : Branch Manager: Siyakhula Microfinance (The WDB Trust)

Duration : October 2017 – May 2020

- Manage WDB Trust Siyakhula Branch by ensuring that the day to day operations run smoothly full staff compliment, resources are available to employees, budget and office management.
- Branch supervisory
- Grow the branch client base by means of increasing community projects supported by the organization, ensuring repayment of loans as well as clients retention.
- Ensure compliance with all organizational regulators and acts of parliament.
- Conducting feasibility study, organize mass meeting, strategic relationships in order to create new business and maintain existing business relationships
- Set priorities, meet deadlines and follow up on projects with minimum direction.
- Communicate effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.
- Stakeholder engagement and management
- Quality control for the branch
- Coordinate client business development projects
- Sustain the right organizational culture and behaviors by demonstrating the vital behaviors every time.
- Provide administrative and coordinative support services to the office and Operations Manager.



- Financial and budget management of the branch by means of planning, implementing and managing the budget of the branch as well as preparing and submitting weekly and monthly ageing report to Head office.
- Conduct regular field visits to all centres operating within the branch to ensure good service delivery.

Organization : FPK Holdings, Pretoria
Industry/Sector : Private Sector
Designation : Project Manager
Duration : July 2014 – September 2017

KEY PERFORMANCE AREAS

- Coordinate all project activities
- Liaise with clients to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Prepare project proposals, timeframes, schedule and budget
- Monitor and track project progress and handle any issues that arise
- Create and maintain project documentation, and plans for future business opportunities

Organization : Jobstart Training Centre, *Cape Town*
Industry/Sector : NGO
Designation : Reports Manager
Duration : November 2013- May 2014

KEY PERFORMANCE AREAS

- Provide an administrative support service to the Programme team
- Be the information source for the Centre
- Provide financial administration for the Centre
- Prepare project documentation and reports for the programme
- Manage all office facilities including fleet
- Prepare, edit and publish project reports

REASON FOR LEAVING: Contract ended

Organization : SEDA Limpopo Jewellery Incubator



Industry/Sector : NGO-SMME Incubator
Designation : Business Marketing and Communications Officer
Duration : April 2012 – March 2013

KEY PERFORMANCE AREAS

- Complete marketing projects schedules and develop project progress reports
- Develop and maintain business relationships with funders in order to bring in funds for projects
- Leading and managing marketing team
- Train SMME founders on marketing skills and prepare them for exhibitions
- Prepare content for the organization's website and update content on the website on monthly bases
- Organize and coordinate business events with funders and relevant stakeholders
- Organizational projects planning
- Organize and lead business exhibitions

ACHIEVEMENTS

- Award winner 'Overall Best Exhibitor' in the Botswana SMME Business Fair 2012
- Awarded Outstanding Achievement Employee Award of the Year 2012 at SEDA Limpopo Jewellery Incubator
- Participated in the DTI Minister's budget speech 2013 as one of the top SMME representative

REASON FOR LEAVING

New Assignment

Organization : Elangeni College for TVET, *Durban*
Industry/Sector : Public-Education Institution
Designation : Student Liaison Officer
Duration : August 2008 – April 2012

KEY PERFORMANCE AREAS

- Manage student orientation programm
- Plan and manage student support projects
- Attend all student queries for both current and past students
- Attend parent/account payer queries/ complaints by investigating and resolving issues



- Manage the academic delivery of designated programmes
- Ensures timely preparation of assessments in collaboration with Campus Manager
- Compile and manage timetables according to programme criteria for student support office
- Check and ensure that distribution of all academic reports is in order
- Support SRC operations and other student unions
- Organize and manage student events in collaboration with SRC
- Administration of NSFAS applications and receipts of bursaries

REASON FOR LEAVING: Higher Career prospect

Organization	:	Masizakhe Community Development Centre, Cape Town
Industry/Sector	:	NGO
Designation	:	Youth Programme Coordinator
Duration	:	November 2006 – December 2007

KEY PERFORMANCE AREAS

- Conduct community interviews with girls to determine their needs and interests
- Design, develop and implement dedicated youth projects
- Plan and facilitate activities to meet individual needs of the youth programme participants
- Create awareness by developing and implementing outreach programs
- Coordinate community relations campaigns to promote youth programs
- Create and maintain effective relationships with local and regional organizations to obtain funding and support
- Prepare and administer budgets for each youth project and ensure that all activities are managed within the budget
- General office administrative tasks
- Coordinating youth meetings
- Updating the project calendar
- Creating PowerPoint presentations and facilitate workshops
- Tracking projects
- Keeping up to date with compliance regulations
- Resolving issues related to projects

REASON FOR LEAVING: Contract ended

Organization	:	The Valley Trust
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Industry/Sector	:	NGO
Designation	:	Community Health Worker
Duration	:	February 2000- December 2002

KEY PERFORMANCE AREAS

- Assist clients in their homes, community and in the clinic setting by providing health education and identify socio-economic issues that affects them and develop plans.
- Record all client encounters, release information on medical documents acquired on behalf of clients.
- Educated clients on proper use of medication and provide information on effective management of their chronic health conditions and self care.
- Ensuring that clients understand health care plans and and instructions.
- Motivate clients to be active and engage in their wellbeing
- Provide support and advocacy during initial medical visits to ensure clients medical needs and that referrals are assisted
- Facilitate clients access to community resources
- Facilitate communication and coordinate services between clients and providers

REASON FOR LEAVING: Career advancement

REFERENCES

1. Mr. E. Mbhele: Student Support Services A.D - Elangeni for FET. Tel: (031) 7166700, Cell: 071 602 3402, Email: mbhelee.elacoa@feta.gov.za
2. Asphina Sikhauli: Operations Manager; The WDB Trust, Email: asphinahs@wdb.co.za, 011 341 9900, 083 994 1702
3. Mr PF Kgopa, Founder, FPK Holdings, 062 621 9152, kgopapf@gmail.com

