

MS NDIVHUDZA NAOME NETSHIVHAMBE

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PROFILE

- Passionate about aligning team plans, controls, processes, and procedures with operational goals.
- Ability to lead and drive to execute excellence and deliver the required services.
- Ability to work with different teams across the organisation to provide business support.
- Possesses a superior capacity to solve complex problems involving my team, work, and department.
- Goal driven and hungry to archive more in my career.

EMPLOYMENT HISTORY

Employer:	Mining Procurement Solutions
Period:	1 September 2021 to Date
Role:	Procurement and Logistic Officer (Buyer)

Employer:	Alliance Media Group
Period:	November 2015 – 31 st August 2021
Role:	Regional Operation Manager and CRM Support

Employer:	Alliance Media Group
Period:	December 2013– October 2015
Role:	Regional Sales Manager

Employer:	Secolo Consulting
Period:	February 2013 – November 2013
Role:	Account Manager

Employer:	EES Siyakha
Period:	August 2010 – October 2012
Role:	Account Manager

EXPERIENCE HIGHLIGHTS

Employer:	Mining Procurement Solutions
Industry:	Mining Suppliers
Period:	September 2021 - Date
Role:	Procurement and Logistic Officer (Buyer)
Job Description:	
<ul style="list-style-type: none"> ● Purchase requisition for Nguvu Holdings Mines (Segala Mine (Mali), Adamus Mine (Ghana) and SML Niger) ● Buying Mining equipment's and tools required by the mine. ● Quotes comparison using SAGE Orbfusion and SAGE X3 ● Send orders to suppliers and follow up on orders done. ● Receiving orders delivered and sign off. ● Expediting on issued orders and received orders. 	

Employer:	Alliance Media Group
Industry:	Billboard Advertising
Period:	November 2015 – 31 August 2021
Role:	Regional Operation Manager (Tanzania,Namibia,Zimbabwe,Mozambique,Malawi)
Job Description:	
<ul style="list-style-type: none"> ● Make recommendations to improve client service and fair treatment of clients within area of responsibility. ● Track and ensure the delivery of the day-to-day operational activities within the channel environment. ● Consistently monitor and analyse business processes and performance to track and compile accurate reports. ● Build and maintain relationships with clients and internal and external stakeholders. ● Assist with special projects and assignments and take on any other management responsibilities as required. ● Country management and tracking of Yearly and monthly budget. ● In-country debtors review and planned collection for the month with the country manager. ● Daily management of Sales team and operation team in carrying out daily activities. ● Weekly sales meeting for planning and review country performance. ● Track and drive daily production for the in-country to meet clients campaign dates. ● Client Relationship Management in Sage X3 and build up client data base (CRM) ● Sales team management and monitoring of the daily activities in CRM (Weekly and Monthly Report). ● Assist the sales team with deal structuring, proposals, Contracts, Purchase orders and Invoice approval. ● Managing country budget and tracking monthly performance of the sales team on PowerBI. ● Drive the sales and help the sales team in proper planning for the week and month. ● Review and pull-out sales report from Orbfusion and PowerBI system. ● Review sales, Operation and Business Development Monthly and weekly Plan. ● Creating new projects (WBS) that are on the ground to match the budget allocated in X3. ● Work closely with the Operation team in executing the pending projects and daily operation activities. 	

- Assist Business development team with approval of purchase orders for the projects on the ground.
- Stock list management and maintenance in Sage x3.
- Media pricing and management in X3.
- Quarterly Appraisal for In-country team, Sales, Operation and Business Development
- CRM System Trainer for new sales team on Sage x3(CRM tool), Orbfusion (Document's creation), Docusign (Contracts) and PowerBI (Budget tracking).
- CRM management of the operation team on weekly plans.

Employer:	Alliance Media Group
Industry:	Billboard Advertising
Period:	December 2013 – October 2015
Role:	Regional Sales Manager (Mauritius,Mozambique,Uganda,Burundi, Rwanda)
Job Description:	
<ul style="list-style-type: none"> • Day to day management of the in-county sales team • Work closely with the sales team to deliver client production • Management of production (Printing) for new campaigns • Roll out of the new campaigns. • Client acquisition and Client retention • Debt management (Monthly collection) • Invoices, Contracts and proposal approval for the sales team in Orbfusion • Sales Team performance tracking • Responsible for yearly country budget • Renewal of existing business and retain existing clients • Responsible of growth in countries • Growth in client base and revenue • Quarterly performance review of the sales team 	

Company:	Secolo Consulting
Industry:	Training
Period:	February 2013 – November 2013
Role:	Project Manager (Training Evens)
Job Description:	
<ul style="list-style-type: none"> • Responsible for the new project (Training course), and sauce targeted people for the course • Developing new business (Cold calling) • Managing client's account and debtors (Public and Private Entities) • Managing personal client database • Admin for booked clients • Selling Conferences, workshops and Seminars and In-house training 	

Company:	EES Siyakha
Industry:	Training
Period:	30 August 2010 – October 2012
Role:	Account Manager
Job Description:	
<ul style="list-style-type: none"> • Developing new business for the training courses 	

Client:	Zest Media and Kings Support Services and Construction
Industry:	Media and Construction
Period:	February 2010 – August 2010
Role:	Business Development Executive (Sales & Marketing)
Job Description:	
<ul style="list-style-type: none"> ● Developing new business for Kingsssc and Zest Media ● Sending proposal to the clients ● Setting meeting for the directors of Kingsssc and Zest Media ● Internet, Emails, Windows 2007, Microsoft (word, excel), Faxes ● Administration & Office support ● Filling for Kingsssc and Zest Media Invoices ● Receptionist and handling Switchboard ● PA for the Director of Kingsssc and Zest Media 	

Company:	Modena Design Centre
Industry:	Consulting
Period:	1 October 2009 – 31 January 2010
Role:	Receptionist and Training Coordinator
Job Description:	
<ul style="list-style-type: none"> ● Handling Switchboard (Reception) with more than 10 EXT ● Answering all incoming calls for the company ● Handling all incoming faxes ● Handling all company training and bookings ● Registering students for training ● Taking messages for all the staff ● Filling company invoice ● Internet, Emails, Microsoft (word, excel) ● Assisting with Admin task and office support 	

Company:	Stokvel Media
Industry:	Media
Period:	2 February 2009 – 30 September 2009
Role:	Advertising Sales Executive (Account manager)
Job Description:	
<ul style="list-style-type: none"> ● Developing new business - Cold Calling ● Admin Officer ● Research for qualified clients ● Selling Advertising space for Magazine ● Sending proposals and follow up ● Creating own database 	

- Internet, Microsoft (word, Excel and Outlook)
- Reporting to the CEO once a week
- Attending sales meeting once a week
- Setting meetings with clients and attend them
- Building relationship between clients and the company

ACHIEVEMENTS

Employer:	Alliance Media Group
Award:	Top country on collection (Mauritius)
Year:	2014

FORMAL EDUCATION

Date	Institution	Qualification
2021-2023	University of South Africa	Bachelor of Commerce in Business Informatics
2020 – 2020	University of South Africa	Higher Certificate in Economic and Management Science
2018-2019	Damelin	Certificate – Introduction to Project Management (Pending Statistic results)
2018 – 2018	University of South Africa	Certificate – Advanced Project Management
2017	University of South Africa	Certificate – Social Media Marketing
2016-2017	University of South Africa	Certificate – Client Relationship Management
2006	Boston Business College	Diploma in Marketing
2000 - 2005	Nndweleni Secondary School	Ordinary Level and Advanced Level

PERSONAL INFORMATION

Contact No	+27793357221
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Nationality	South African
DOB	01 March 1987

REFERENCE

Available Upon Request.