
NOMAKHAYA MANI



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[Linked In Profile](#)

Languages: Xhosa, Sotho &
English

SKILLS

- Knowledge of financial industry and its products
 - Effective Communication
 - NGO space (fundraising)
 - Open to challenging work
 - Fast learner and Self-motivated
 - Multitasking
 - Team-player
 - Computer skills (word, excel and PowerPoint)
 - Conducting interviews
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EXPERIENCE

RESOURCE DEVELOPER – OCT 2016 TO PRESENT - COMMON GOOD

- Management of and reporting on monthly donations internally.
- Liaise with donors and the broader public regularly through newsletters, stories and reports.
- Management and data capturing on donor databases and fundraising programmes. E.g. Elvanto and Little Green Light
- Annual report writing, e.g. Annual Narrative Report for the Department of Social Development
- Managing the MySchool/MyVillage fundraising programme.
- Ensuring that Common Good has an updated BBBEE/ICPR certificate every year.
- Liaising with external stake holders (BBBEE consultants)
- Creating and issuing S18A Tax certificates to all donors.
- Documenting Resource Development processes and regular updates
- Scheduling, attending meetings and taking minutes.
- Managing and monitoring Common Good Info Email and Common Good donations email.
- Co-ordinates fundraising events such as Gold days and business breakfast.
- Research potential international funders and Trusts
- Interpret documents from English to IsiXhosa

IT ADMINISTRATOR -OCT 2013 TO OCT 2015 - OLD MUTUAL

- Manages Retail Mass Market IT Mailbox (IT related queries)
- Process payments for vendors and contractors (via oracle 12 system)
- Monitor response time on 2 IT Systems (ENBS and CRAFT)
- Schedule, attend meetings and write minutes
- Assists two senior managers
- Log service request on SNOW for software, hardware and the build of new machines

HOBIES

- Music (singing)
- Reading
- Sports (running and Boxing)
- Hiking
- Volunteering

EDUCATION

Currently doing Practical Legal Training –(PLT) 2019- UCT

Bachelor of Laws -(LLB) 2018– Unisa

Bachelor of Commerce in Law (BCom-Law) 2015 – Unisa

Business Administration Level 4 – 2009- Old Mutual Amathuba Learnership

Entrepreneurship – 2008 – Raymond Ackerman Academy

Grade 12 – 2006 – Uxolo High School

REFERENCES

Christelle Wentzel (Line manager) - 0824868131 - cwentzel@oldmutual.com

Serai Herbst (Manager-COO) - 021 201 1493 - Serai.Herbst@commongood.org.za

Klaas Van Mill (CEO) – 021 201 1493 - Klaas.vanmill@commongood.org.za

- Filing and management of the filling system
- Write and update processes
- Book and arrange staff and management trainings as well as travelling.
- Updates staff personal information such as organo-gram and floor plan on Share Point.
- Send out communication (email pertaining to craft and Vantage response and availability)
- Asset management (keeping track of all IT assets i.e. laptops)
- Liaised with T-Systems and project managers.
- Receives and compare quotes from different service providers.

ADMINISTRATOR -FEB 2010 TO OCT 2013 - OLD MUTUAL (NEW BUSINESS DEPARTMENT)

- Releases business on Easy New Business System (ENBS)system.
- Check affordability & reserve applications on Q-LINK system
- Check maximum cover on (CRAFT & OMUNET systems)
- Receives unsent/returned letters and contracts, update them on OMINENT system and file them accordingly.

DISTRIBUTING SUPPORT ADMINISTRATOR (DSA) – FEB 2009 TO - DEC 2009 OLD MUTUAL (SALES DEPARTMENT)

- Check and hand written business to capturer's and check affordability on Q-LINK
- Validate client's bank accounts
- Filing and managed filling system
- Attend meetings & take minutes
- Capture daily stats

