

## Nosicelo Nompumelelo Majeke

Nationality : South African  
Languages : English, isiXhosa, isiZulu  
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### **ACADEMIC SUMMARY**

<u>Qualification</u>	<u>Institution</u>	<u>Date Completed</u>
BCom Honours: Economics	UNISA	In Progress
BCom Economics and Business Management	Nelson Mandela Metropolitan University	2013
Senior Certificate (Grade 12)	George Randell High School	2009

### **EMPLOYMENT HISTORY SUMMARY**

<u>Company</u>	<u>Occupation</u>	<u>Duration</u>
Public Investment Corporation	Portfolio Management & Valuations Analyst	1 <sup>st</sup> August 2019 to Date
Public Investment Corporation	Fund Administrator: Properties	1 <sup>st</sup> March 2017 to 31 July 2019
Industrial Development Corporation	Business Analyst Intern	1 <sup>st</sup> April 2014 to 23 <sup>rd</sup> February 2017
Finbond Mutual Bank	Branch Consultant	15 <sup>th</sup> December 2013 – 29 <sup>th</sup> March 2014

### **SKILLS SUMMARY**

<u>Skills</u>	<u>Competency</u>
HiPort	<u>Solid</u>
MDA	<u>Solid</u>
SAP	<u>Solid</u>
MS Office	<u>Solid</u>
Financial Analysis and Interpretation	<u>Solid</u>
Problem solving and decision making	<u>Solid</u>
Report writing	<u>Solid</u>
Financial Modelling	<u>Solid</u>

## **SPECIAL TRAINING SUMMARY**

<u>Provider</u>	<u>Content</u>	<u>Year</u>
FASSET	Business writing and presentation skill	2014
IDC	Introduction to cash flow ratios and norms	2015
Norton Rose	Tax: Reits & Loan Documentation	2017
Paton Training	Project & Real Estate Modelling	2017
Deloitte & PIC	Tax Training	2018
Masterclass	Portfolio Performance Measurement & Asset Allocation Techniques	2019
Moonstone	RE5 Regulatory Examination	2020
UCT-GSB	Impact Investing Programme	2020
Microsoft	Power BI	2020
World Bank	Private Equity Workshop	2020
UCT	Financial Modelling & Analysis	In progress

## **EDUCATIONAL QUALIFICATIONS**

### **SECONDARY EDUCATION**

Institution : George Randell High School

Qualification : Matric with admission to bachelor's degree (2009)

Subjects : English, Afrikaans, Mathematical Literacy, Accounting, Business Studies & Life Sciences

### **TERTIARY EDUCATION**

Institution : University of South Africa

Qualification : BCom Honours: Economics

Year Obtained : In progress

Institution : Nelson Mandela Metropolitan University

Qualification : BCom: Economics and Business Management

Year Obtained : 2013

### **EMPLOYMENT HISTORY**

Year : August 2019 to date

Occupation : PMV Analyst

Employer : PIC

Department : Isibaya Unlisted Investments

### **RESPONSIBILITIES**

Conducting financial analysis of investment, assisting with collecting, validating and analyzing information provided by investee companies as well as conducting site visits, assisting with portfolio management and enforce best ESG practices, compiling quarterly monitoring reports and presenting to relevant committees, and review performance of the investments. Assisting in due diligence scoping and conducting of due diligence as well as attending to any ad hoc request related to the job.

Year : March 2017 to 31 August 2019

Occupation : Fund Administrator: Properties

Employer : PIC

Department : Investment Operations

### **RESPONSIBILITIES**

Assist with co-ordination and maintenance of the records management system within the Properties department, administer and facilitate portfolio building insurance process including claims procedure with the insurers, assist and attend to queries, as and when directed, by Senior Manager: PMV & Investment Operations: Properties and GM: Investment Management, and facilitate and coordinate procurement process on behalf of PIC Clients and ensure appointment of successful services providers.

**Reason for leaving:** Career growth

Year : April 2013 to February 2017

Occupation : Business Analyst Intern

Employer : IDC

Department : Learning and Development

### **RESPONSIBILITIES**

Responsible for the analyses of business plans, and financial statements from potential clients, for the purpose of providing financial assistance to start a business or expand the business. Assisting clients with their enquiries, telephonically or in person, administration, marketing and events co-ordinator, financial modelling, compiling basic assessment reports as well as attending stakeholder engagements.

**Reason for leaving:** Career growth

Year : December 2013-March 2014

Occupation : Branch Consultant

Employer : Finbond Mutual Bank

Department : Sales

### **RESPONSIBILITIES**

Responsible for assisting clients with micro loans, by performing the necessary checks which include credit checks and conducting an affordability count, and achieving set sales targets. Attending sales and marketing meetings. Attending to telephonic enquiries as well as other administrative duties.

**Reason for leaving:** Career and personal growth.

### **PERSONAL INTERESTS**

- Gym
- Reading
- Community Outreach

## **REFERENCES**

Name : Nozipho Mazibuko  
Position : Senior Manager: PMV and Investment Operations  
Work Contact : 012 763 2364  
Cell number : 083 779 5932  
E-mail address : Nozipho.mazibuko@pic.gov.za

Name : Lourie Nel  
Position : Senior Regional Officer- IDC  
Work Contact : 043 721 0733  
Cell number : 082 884 1120  
E-mail address : lourien@idc.co.za

Name : Adrian Mazhinduka  
Position : Former Fund Manager: Indirect Investments - PIC  
Cell number : 076 676 3084  
E-mail address : Adrian.tino@gmail.com