





# Aletta Nomgidi Brook

*Management assistant with above-average commitment and high work ethic, is looking forward to a new perspective in Germany.*

## Personal Data:

 Aletta Nomgidi Brook - Femail

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 WhatsApp +49 176 88375900  
Contact (Süd-Afrika):  
+27 813 261190 calls and WhatsApp

 38 Empire Road; Parktown  
South Afrika: 2193

## Knowledge and Skills

Executive Assistant	●●●●●
Leadership	●●●●●
Research	●●●●●
Strategic Planning	●●●●

## Language spoken.

English	●●●●●
Isizulu	●●●●
German	●

## Hobby's und Interests

- Mentoring und Coaching
- Cognitive behavioural therapy

## Work experience:

October 2020 to date

### **Executive Assistant to Head of Supply Chain**

Gauteng Provincial Treasury, Johannesburg

- Strategic Support to the Executive
- Provincial Supply Chain Coordination and consolidation of the annual and operational plans
- Monitor performance and efficiency improvements, as well as report monitoring of budgetary commitments.
- Stakeholder involvement and
- Risk mitigation

June 2020 – September 2020

### **Deputy Director**

Gauteng Provincial Treasury, Johannesburg

- Audit and approval of financial statement
- Analysis, evaluation and improvement of internal processes and procedures

2007 – 2020

### **Assistant Director**

Gauteng Provincial Treasury, Johannesburg

- Analysis of Financial statements
- Conduct Suppliers' seminars on Compliance issues for Public Tenders
- Calculation of price adjustments

2005 – 2007

### **Investment Officer**

ABSA Finance, Johannesburg

- Reporting on stock trades
- Monitoring of stock movements and preparation of investments reports

2003 - 2004

***Trainee Accountant***

Howarth Leviton Boner, Johannesburg

2002 – 2003

***Tax Collector***

South African Revenue Services, Johannesburg

1999 - 2001

***Trainee Accountant***

Africorp International, Port Elizabeth

***Educational qualifications:***

2023

***Bachelor of Arts***

Psychology, Cape Town

2014

***Master of Management***

Public and Development Management, University of Witwatersrand

2008

***Post Graduate Certificate***

Advanced Taxation, University of South Africa

2001

***Bachelor of Commerce***

Financial and Management Accounting, Walter Sisulu University

1993

***School leaving examination.***

Uitenhage Secondary School

***Completed trainings:***

- Neuro-Linguistic Programming-Life Coaching
- Supply Chain Management  
Public Administration Leadership and Management  
Academy – PALAMA

## *Voluntary Social Service:*

### ***South African Depression and Anxiety Group***

National Mental Health Hotline:

- Answering calls
- Participation in meetings/presentations/lectures attended by psychologists.
- Advising callers as well as assessment for referrals to healthcare professionals; support groups
- Participating in workshops with psychiatrists, managers, and mental health professionals to expand my knowledge.
- Report on counselling provided with psychological interventions.

### ***Justice and Peace Coordinator at Holy Trinity Church-Braamfontein***

- Counselling sessions for people without a permanent residence
- Project management for furnishing of the food bank.

## *References:*

References are available upon request.

## *Further knowledge:*

Driving licence class B  
Microsoft Office

Johannesburg, January 2024

