

Bongeka Dilimeni

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. I enjoy helping other people to grow and become better on their jobs.

Experience

- SV3 Training** 01/03/2021 - Current
Project Manager
Managing the training process from the beginning till the end. Assisting clients with projects and making sure that the training is conducted according to their satisfaction. Working with instructors on the training process they need to follow.
- IKhwezi Skills Development** 23/07/2018 - 29/02/2021
Learnership and Skills Development Administrator
My responsibility includes loading the details of students onto various databases, preparing monthly reports, compiling portfolios of evidence, preparing and finalising QMS documents for internal moderation, keeping a record of learner agreements.
- Tjeka Training Matters** 2016 - 2018
Facilitator/Instructor
Conduct various training courses according to what is needed, Specialising but not limited to Soft Skills like Life Skills, First Aid, Health and Safety, Basic Fire fighting, Customer Service and life coaching.
- Mweb** 2014 - 2016
IT Specialist
Assist clients with their internet problems. Advising them on the perfect package according to their needs.
- Telkom** 2007 - 2012
Supervisor
Managing staff and assisting them to reach their targets. Taking stock and process orders. Handling irate customers, Coaching and training new recruits.
- Metropolitan Life** 2004 - 2007
Assessor
Assessing all the walk-in offices in SA. Liaison with the consultants as well as the clients on the way forward to make sure that the clients are receiving the best service. Recommend training for the staff that needs it.

Education

- UCT** 1996 - 1999

Bsc (Computer Science)

- **Fezeka High School**

1995

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Reference

- **Nancy Mkhiva - Ikhwezi Skills Development**
Regional Manager
Nancym@ikhweziskills.co.za
0760739517
- **Cindy Griffiths - SV3**
Training Manager
Training@sv3.co.za
0767153390
- **Gawie Burger - Tjeka Training Matters**
Manager
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