

MELUSI SWELO

KNOWLEDGE MASILELA



Nelspruit, South Africa 1200

Education

Advance Diploma in Public Administration

January 2021 - December 2022

Tshwane university of Technology,
Nelspruit, South Africa

Diploma in Journalism

January 2008 - January 2011

Tshwane University of Technology,
Pretoria, South Africa

Matriculation

January 2007 - December 2007

SiSwati, English, Mathematics,
Geography, Agriculture, Biology
Sophungane Secondary School,
Nelspruit, South Africa

Skills

- Excellent in developing Policies
- Fluent in English and other languages
- Public speaking expert
- Analytical thinking
- Outstanding writing skills
- Excellent computer literacy
- Financial forecasting
- Project Manager
- Relationship building and management
- Strong work ethic
- Vigilant and alert
- Team coordination
- Eye for accuracy
- Well-organised
- Time management

About me

Goal oriented with expertise in Treasury strategy, operations and policies. Knowledge of capital and currency markets, finance and tax. Hands-on, self-starter with strong business sense. Strong strategic thinking and planning skills.

Experience

ANCYL Treasurer General

July 2023 - Current

African National Congress, Johannesburg, South Africa

- Develops organisation systems for contracts, records and reports to increase traceability and preserve accurate records.
- Executed legislative and financial policies to enforce compliance and best practices.
- Outsourced treasury functions to reduce operating expenses, minimising costs.
- Fostered relationships with potential sponsors to expand organisational base and enhance loyalty and retention.
- Prepares and submit budgets and financial statements to management to demonstrate assets and liabilities.
- Drafted and submitted monthly reports to relay financial situation and developments.
- Deposits funds received in bank to update organisational account and keep consistent records.

Board Member

January 2021 - Current

Mpumalanga Economic Growth Agency, Nelspruit, South Africa

- Ensured robust financial performance reporting and monitoring practices were in place for effective budgetary governance.
- Provided strategic direction through careful data analysis, aiding progress towards key business objectives.
- Collaborated effectively with trustees and partners, aiding smooth coordination of regular board meetings and their outcomes.
- Assessed business achievement against agreed goals and objectives, encouraging further momentum to aid continued success.
- Used good judgement in assessing challenging developments to provide insightful resolutions for company.

Reference

Wiseman Khumalo | City Manager

City of Mbombela

[REDACTED]

Mntuwoxolo Ngudle | SG

ANC Youth League

[REDACTED]

Isaac Mahlangu | CEO

MEGA

[REDACTED]

Head of Office Chief Whip of Council

2013 - 2016

Mbombela Municipality, Nelspruit, South Africa

- Provided high-level administrative and strategic support to the Chief Whip of Council, ensuring efficient office operations and streamlined processes for legislative activities.
- Oversaw the coordination of council agendas, facilitating communication between council members, departments, and external stakeholders.
- Managed and mentored office staff, promoting a collaborative work environment and enhancing office productivity.
- Developed and implemented protocols to improve office efficiency, supporting council's goals in line with municipal objectives.

Senior Researcher

2016 - 2023

Mbombela Municipality, Nelspruit, South Africa

- Produced accurate supporting documentation and materials for research activities, including presentations and reports.
- Conducted in-depth research utilising various techniques, including qualitative and quantitative methods.
- Created comprehensive written reports of findings, maintaining high levels of accuracy.
- Demonstrated analytical and strategical thinking to research projects.

Regional Organiser

2012 - 2013

ANC Mpumalanga, Nelspruit, South Africa

- Effectively and skilfully planned Political programs for the organisation .
- Ensured operations ran smoothly, effectively and efficiently by closing monitoring processes, organising changes or delegating tasks to employees as required.

Facilities Officer

2011 - 2012

Tshwane University of Technology, Pretoria, South Africa

- Managed day-to-day communication with maintenance contractors and service providers, acting as principal site contact.