

**BIOGRAPHY OF MS CIKIZWA DINGI**



I was born in Cape Town in 1981. My Identity Number is

I attended my primary school, middle school and better part of my high school in Tembisa – Johannesburg.

I did my Tertiary studies in Business Communication & Management, Office Management, Professional PA, Computer Studies with Damelin Correspondence College and New Horizons Computer Training. I also did studies in National Road Traffic Act, Law of Evidence, South African Law, Constitution Law, First Aid Level 1, Criminal Law as well as General Metro Police Duties with City of Johannesburg -Johannesburg Metropolitan Police Department (JMPD).

I hold a Code 10 Drivers License.

I started working in 2000 as a Receptionist at Van Reebeck Hotel in Cape Town where I managed Front Desk.

This task made me obtain wealth amount of experience in Hospitality, Attending to queries and Receiving International Guests. I was later promoted to be the Hotel Assistant Manager, it is then I got to learn the deepness of hotel responsibilities and Tourism.

I also worked in Town Planning, I started as a Company Secretary in 2002 and later joined the team on site and I was employed as On-Site Officer and Coordinator.

In 2004, through the hard work, I worked as an Executive PA with the office of the Chief of Police at City of Johannesburg.

I later joined Events Management in 2006 as a Coordinator, I remained in this position for many years and in this Industry, the room was so big that my expertise also grew to the level of Project Management, Budgets, Events, Concept Planning, Production, Public Relations and Marketing Strategies.

Between 2009 & 2010 I further worked as a Free Lancer with the following companies:-Mnet coordinating EMCEE Africa II, a talent search show for Channel O that took place in South Africa, Botswana, Kenya and Nigeria.

I handled Public Relations of Arise Africa Fashion Week, Cape Town Jazz Festival as well as One Africa Festival,

In 2010 I joined the ANC Caucus where I served as Parliamentary Liaison Officer to the Parliament of the Republic of South Africa.

My duties were but not limited to and control the constituency office on behalf of the Members of Parliament, Manage financial support to the Parliamentary Constituency Office and ensuring an efficient document storage system and information is in place.

As I was based in Luthuli House/ANC Head Quarters, it during this time that I voluntarily assisted the ANC Women's League on its Public Relations and exposure, seeing the need and the gap between its activities and being known to the public at large, I also coordinated Media Briefings, Drafted Press Statements, Liaising with its Top 5 Officials to build the image of WL.

Apart from doing PR for WL, I also facilitated fundraising events such as Women Breakfast Meetings, High Tea & Gala Dinners, Workshops, 16 Days of Activism Campaigns and Local Government Elections Campaigns in all 9 Provinces.

Later I took employment in the Office of the ANC National Spokesperson and Head of Communications as a Personal Assistant being responsible for the entire Communications Unit.

Other duties included but not limited:- Managing Diaries of the above mentioned principals, Communications Office, Media Briefings, Coordinating Events and Workshops, Travel Arrangements, Bookings, Facilitating Campaigns, Preparing Budgets, Manage financial support to the entire Communications Unit.

Attending to office correspondence, reports and minute taking in meetings.

I was also in the Secretariat and the Convener in the NEC Sub Committee on Communications.

Keeping up to date records and files of all case- work and ensuring an efficient document confidential storage system is in place, Alerting the Spokesperson/Office to issues and flashpoints arising in the Media space.

Coordinating public programs initiated by the ANC in all nine (9) provinces in South Africa.

Attending to public community events on behalf of the Head of Communications.

I am currently the Chief Executive Officer of Mbokodo VIP - are proudly 100 % black women owned company, founded and capitalized by women who have retained majority ownership in the business, a Director at Pak Africa Africa, an aviation company which acts as a single window agency from where you can source the entire range of general aviation services. These services include obtaining AOC licensing permits, over-flight / landing permits and other mandatory clearances. Further, its ground handling services include Aircraft Charter, Aircraft Leasing and maintenance, VIP Facilitation through Custom, Immigration, Baggage Handling, Flight Dispatching, Cabin Crew Recruitment and Catering. Other services include consulting, Aircraft sales and marketing, cargo charter and Aircraft refuelling.

I am also the Chairperson and Founder of Proud Youth South Africa, an NPO that is operated by a group of young people who aim to bring change in their communities, particularly in the rural areas.

At the moment, I am a full time volunteer at the office of the President, ANC Women's League, based at Chief Albert Luthuli House.

#### **ABOUT CIKIZWA DINGI**

She has an ability and responsibility to look at a project from a high level and strategic perspective coupled with the experience of understanding that the devil is in the detail, she is invaluable in the execution of Brand Management, Marketing Strategies, Budgets, Concept Planning. She is also a former Metro Police Officer with the City of Joburg (JMPD) and studies South African Law.

Successfully handled assignments from Government, Private Sector and made CSI Initiatives visions comes to reality. Prior to joining Pak Africa Aviation, she successfully managed diverse strategic marketing, directed major sponsorships and other partnering initiatives.

Cikizwa's greatest strengths are her creativity, drive and leadership. She thrives on challenges, particularly those that expand the company's reach. Her most recent projects involved a strategic partnership with the Presidency of RSA, South African Police (SAPS) and TV Production.

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