

SIPHOSAMI GIVENESS NYEMBE

0619764473, givenessnyembe@gmail.com

Address: Johannesburg, Gauteng, South Africa
Date of Birth: 11/09/2000

Nationality: South African

A recent graduate who is seeking to contribute to the development of sustainable solutions, leveraging my knowledge of public policy, compliance, governance and utilize my analytical and problem-solving skills.

Employment Experience

TotalEnergies MS South Africa (Pty) Ltd

Compliance Intern

Nov 2023 – Nov 2024

- Conducted due diligence checks on new vendors, clients, and business partners to ensure regulatory compliance, reducing the risk of non-compliance and potential financial losses.
- Assisted in assessing Delegation of Authority (DOA), ensuring clear lines of authority and decision-making within the organization.
- Prepared and distributed compliance-related communications across departments, increasing awareness and adherence to compliance policies.
- Participated in risk assessment activities, identifying and mitigating potential risks to the organization's assets and reputation.

Educational Background

Pace Commercial Secondary School

National Senior Certificate

Jan 2014- Dec 2018

North- West University

BA in Public Governance with Politics and Public Administration

Jan 2020- Dec 2022

University of Pretoria

BAdmin Hons in Public Administration and Management

Mar 2023- Dec 2023

Courses, Certifications & Licenses

Certificate for Carbon and ESG Analyst

University of Cambridge (online)

Nov 2024- Jan 2025

- This short course deepened our expertise in carbon accounting, gained more insight into the world of sustainability to drive impactful change in organizations.

Golden Key International Honour Society

Apr 2023

North-West University

- Golden Key provides international recognition for top academic achievement.

Certificate for Effective Business Writing Skills

Aug 2024

- Provides effective business writing skills training in your day-to-day career.

Professional Skills

Time Management	Policy Formulation	Risk management
Communication Skills	Presentation skills	Microsoft office
Problem-solving skills	Critical thinking skills	ESG analysis
Budgeting and Financial management	Knowledge of the reporting standards for sustainability	
PFMA & MFMA Knowledge	Strong interpersonal skills	

Languages & Hobbies

Fluent in isiZulu and English

I love reading books, crocheting, cooking, learning new languages and skills.