

## VENGAYI MUNJERI

19 Brand Street; President Park; Halfway House; Johannesburg  
 Vengayim@potential.co.za

### EDUCATION

Institute of Marketing Management	Institute of Marketing Management Diploma	1999
Cambridge 'GCE'	Matric	1990

### WORK EXPERIENCE

EXXARO	Content Development Consultant	June 2006 - Present
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#### Responsibilities:

- Authoring & Content development
- Presentation & Training
- Estimate and plan on project times and setting deadlines
- Manage Business units Go-live plans and dates
- Course certification registration and uploads onto SABA LMS

#### Skill acquired:

- Team work and group participation.

SHOPRITE CHECKERS Group Head Office	SAP HR Content Development Consultant	March 2006 – May 2006
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#### Responsibilities:

- Authoring & Content development
- Presentation & Training
- Project planning
- Process flow generation

#### Skill acquired:

- Team work and group participation

SCAW METAL	SAP FI, CO, SD, PM, HR, MM Content Development Consultant	Sept 2005 – Feb 2006
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**Responsibilities:**

- Authoring & Content development
- Presentation & Training

**Skill acquired:**

- Team work and group participation

FIRST NATIONAL BANK	Training Consultant	Jan 2005 – May 2005
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**Responsibilities:**

- Content development
- Client Presentations
- Training
- Process formulation

**Skill acquired:**

- Team work and group participation

FIRST NATIONAL BANK	Content Development Consultant	Oct 2003 – Jan 2004
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**Responsibilities:**

- Content development
- Process formulation

**Skill acquired:**

- Team work and group participation

JCP International Consultancy	Training Consultant	Jul 2003 – Aug 2003
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**Responsibilities:**

- Training material development
- Banking overview training

**Skill acquired:**

- Team work and group participation

GLOBAL TECHNOLOGY SA	Training & Knowledge Transfer Consultant	Apr 1999 – Aug 2003
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**Responsibilities:**

- Content Development
- Knowledge transfer
- Project Management
- Training
- Presentation and workshop presentations
- Globus System Testing

**Skill acquired:**

- Team work and group participation

FIRST BANKING CORP	Product Development Officer	June 1997 – Feb 1999
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**Responsibilities:**

- Products support
- Product development and research
- Market research
- Units trust/investment management
- Customer relationship management

**Skill acquired:**

- Team work and group participation

OK Zimbabwe P/L	Marketing Manager	June 1995 – May 1997
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**Responsibilities:**

- Marketing Planning & Budgeting
- In-house brand management
- Sales team management
- Client Liaison

**Skill acquired:**

- Team work and group participation

COMET International	Executive Training Consultant	Feb 1992 – Dec 1994
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**Responsibilities:**

- Marketing strategies and planning
- Customer care planning and strategies
- Organizing workshops and seminars

**Skill acquired:**

- Team work and group participation

## OTHER QUALIFICATIONS/SKILLS

MS Visio  
 MS Word  
 MS Excel  
 MS Power Point  
 MS Outlook  
 Internet  
 KEP Database  
 Aris  
 RoboHelp  
 Paint  
 Adobe Page Maker  
 Adobe Primere  
 Flash  
 Globus  
 Universe  
 Emerge  
 STT – Simulation Training Tool  
 SABA Publisher  
 SAP R/3

## REFERENCES

**REF Name 1**  
 Mrs. Zelda Gassner  
 082 855 7722

**REF Name 2**  
 Mrs. Ina Kruger  
 082 463 5190