

ZANDILE NKOSI

CV 2026

PERSONAL STATEMENT

I am a seasoned professional with extensive experience in **operations, business, and project management** across the hospitality, beauty, fashion retail and wellness industries. I thrive in dynamic environments and deliver seamless results both independently and collaboratively. I am adept at maintaining clear communication with clients and collaborators.

Key Skills & Expertise:

- Project management: from conception to completion, ensuring timely and high-quality delivery
- Team training and group facilitation
- Event and function coordination
- Administration and operational management
- Digital marketing and content writing: blogs, newsletters, website and social media content, and visually engaging designs to support **communications and marketing initiatives**
- Strong interpersonal and communication skills across all levels

Key Experience:

- Assisted the [Afri-Centric](#) team with the **Airlines Association of Southern Africa's Annual General Assembly (AGA)** in the Cape Winelands, contributing to planning and coordination in the **three weeks leading up to the event**, and onsite execution from **17–20 October 2024**. This experience further strengthened my ability to manage complex, multi-stakeholder projects with professionalism, creativity, and precision
- In addition to my management experience, I am a certified [TRE® \(Tension, Stress & Trauma Releasing Exercises\) Practitioner](#) with a decade of experience facilitating both individual and group sessions for organisations and private clients. Alongside event and project management, I regularly write and publish blogs, newsletters, website and social media content, as well as design digital and printed marketing materials for my wellness brand, [Eneegma Unlocked](#).

I am highly organised, confident in managing administrative processes such as quotations, invoicing, research, coordination and adept at maintaining clear communication with clients, teams, and collaborators.

I am open to **remote, part-time, project-based, and onsite opportunities** where I can contribute my skills in **group facilitation, training, wellness retreats, events, functions, project coordination, and operational management**, delivering meaningful results and making a positive impact.

PERSONAL INFORMATION

Full Name	Zandile Nkosi
Languages	English, siSwati, isiZulu
LinkedIn	Professional Profile

PROFESSIONAL SUMMARY

COMPANY	SECTOR	POSITION	TERM
Eneegma Unlocked	<ul style="list-style-type: none"> • Personal Development • Mental Health 	CEO & Co-founder	August 2010 – Present
Benchmark International	<ul style="list-style-type: none"> • M&A • Financial 	Analyst	July 2017 – April 2019
Signature Restaurant	<ul style="list-style-type: none"> • Hospitality 	Events coordinator and assistant floor manager	September 2009 – July 2010
The Platinum Group	<ul style="list-style-type: none"> • Fashion Retail 	Store manager	April 2008 – September 2009
Peermont Hotels, Casinos, Resorts	<ul style="list-style-type: none"> • Hospitality 	Sales and marketing assistant	October 2007 – March 2008
Nyati Holdings	<ul style="list-style-type: none"> • Cosmetics • Hair & Beauty • Distribution 	Promotions manager	June 2005 – October 2007
Braiding for Africa	<ul style="list-style-type: none"> • Hair & Beauty 	Co-founder and hair designer	January 1998 – May 2005

SKILLS SUMMARY

TRE® and personal developmental facilitation
Mergers and Acquisitions (M&A) preliminary engagement and deep dive research and analysis
Business development research, project and event management, training and team development
Business and operations management i.e. marketing, admin systems setup, invoicing and basic accounting
Digital brand strategy and social media management
Mailchimp setup and email campaign management
WYSIWYG applications, Wix website and HTML form design

EDUCATIONAL BACKGROUND

QUALIFICATIONS AND CERTIFICATIONS	INSTITUTE	COMPLETED
First Aid Level 1 & 2 Combined	Emcare Cape Town	2023
Adobe Photoshop, Illustrator & InDesign	Friends of Design	2018
Digital Brand Strategy	Vega Cape Town	2017
Certified TRE® Practitioner	TRE® LLC / TRE® for ALL	2015
Export Management	Johannesburg Chamber of Commerce and Industry	2009
Business Administration & Management	Damelin	2009
Conference, Exhibition & Events Management	Damelin	2008
Project Management	University of the Witwatersrand	2007
Microsoft Office Suite	Dynamix Computer Training Centre	2007
University of Cambridge General Certificate of Education (GCE / O-Level)	St Mark's High School (Swaziland)	1997

PROFESSIONAL EXPERIENCE

COMPANY	KEY ROLE AND RESPONSIBILITIES
<p>Eneegma Unlocked Johannesburg & Cape Town</p>	<ul style="list-style-type: none"> ● Eneegma Unlocked facilitates personal leadership development through mind-body wellness modalities that assist individuals to align with their core identity, values and strengths. This includes providing TRE® facilitation to individuals and groups. TRE® is a powerful muscle tension, stress and trauma releasing modality ● Managing all operations, research, development and implementation of Eneegma Unlocked events, courses, and products ● Highlight 1: Volunteer TRE® Practitioner for the Therapeutic Care Youth Programs at Chrysalis Academy: The 23 Alpha Male Program (May - July 2023) The 23 Bravo Female Program (Sep - Nov 2023) The 24 Alpha Male Program (May - July 2024) The 24 Bravo Female Program (Sep - Nov 2024) The 24 Charlie Male Program (Jan - Mar 2025) The 25 Alpha Male Program (May - July 2025) The 25 Bravo Female Program (Sept - Nov 2025) The 25 Charlie Male Program (Jan - March 2026) ● Highlight 2: TRE® Co-facilitator for the Black Girls Rising TRE® Group Sessions on 18, 19, 20 June 2024 ● Highlight 3: TRE® Co-facilitator for the Solid Minds - Mastercard Foundation Scholars Program Wellness Retreat on 11 July 2023 ● Highlight 4: Mentor for the TRE® Practitioner Certification Training Programs - Michigan (USA) & Kenya in 2020 - 2021 ● Highlight 5: Volunteer Youth Mentor - DreamGirls International Outreach & Mentoring Program in 2013 ● Highlight 6: Volunteer Facilitator for a Girls Fly Africa camp team building session for the youth participants in 2013 ● Highlight 7: Hosting several personal developmental masterclasses in 2014 ● Highlight 8: Ongoing facilitation of TRE® client sessions since 2015
<p>Benchmark International Cape Town</p>	<ul style="list-style-type: none"> ● Preliminary engagement research and analysis to produce business intelligence documentation in support of the M&A sales process ● Deep dive research and analysis to produce a client's targeted acquirer list ● Generated over 800 business intelligence presentations to date, for clients in various sectors. Of the 849 presentations I produced, 80 of the 103 clients were signed on. Due to the average sale cycle, a document presented today may only result in a formal engagement 6 months or more from the date of presentation, therefore the full impact of documents produced has yet to be realised. ● Research gathered included: company news, competitive analysis, corporate family tree, contacts, industry trends and financial data ● ICAT caller (International Callers Acquisitions Team) ● POC caller – to verify correct potential acquirer contact details ● Provided sales support and generated client invoices via xero.com ● Highlight: being a part of the dynamic South African start-up team of the highly acclaimed and award-winning M&A multinational company

<p>Signature Restaurant Sandton</p>	<ul style="list-style-type: none"> ● Implementation and management of corporate events, media launches, weddings, year-end functions and 2010 FIFA related events for the upmarket restaurant. Clients included Standard Bank, PricewaterhouseCoopers, Universal Studios/DSTV Media Launch, Absa Wealth, African Women Chartered Accountants (AWCA), MTN Executive Board, Dimension Data, Aspen, Tiger Brands, Gauteng Government (Office of the Premier), Webber Wentzel, Verbatim and Telkom, among others ● As an assistant floor manager, my role involved the supervision of waiters, runners, barmen, and facilitating communication between frontline staff, the kitchen and restaurant floor. My ultimate task was to enhance client satisfaction and experience within the confines of the restaurant and to maintain high standards of service, in concert with the restaurant team ● Highlight: Managing functions and group bookings for high profile brands, and working with the entire restaurant team to deliver memorable events
<p>The Platinum Group Sandton & Hyde Park</p>	<ul style="list-style-type: none"> ● Management of store operations, in-store team and administration. ● As a manager of both fashion retail stores at The Platinum Group (Urban Degree Sandton flagship store and Hyde Park store), I had the unique experience of working with and managing a larger team of people than I had before, which included stylists, product managers, merchandisers, stock room controllers, and freelance staff. My primary role involved providing customer service to store patrons and converting to sales, managing IBTs (inter branch transfers of inbound and outbound stock), stock replenishing, participating in stock takes and product checks, merchandising, maintaining the store in impeccable condition, creating and updating weekly team schedules, participating in regional brand leadership forums, establishing store sales goals, motivating the team to meet and exceed monthly and daily targets, facilitating ongoing recruitment, processed sales and stock transfers through the point of sale system, balanced the till at the close of business each day, handled cash and bank deposits, resolved customer complaints, supervised the store team daily and supported them in their roles as and when required ● Compiled, coordinated and implemented a training programme for new recruits and stylists based in the Gauteng region. The regional stylist training program that I developed with the HR team and facilitated covered topics including, but not limited to: an introduction to the brand philosophy, store orientation, customer service and customer experience principles, sales target and production focus, important store touch points, store policies to do with product care, knowledge and management, safety and the Sensormatic security system; point of sale management, styling, cross-selling, upselling, personal presentation, information on exchange, reject and return policies and other nuances of store operations management ● Highlight: The Sandton flagship store team achieved the highest turnover in the history of the Urban Degree brand during the winter sidewalk sale in 2008
<p>Peermont Hotels, Casinos, Resorts Bryanston</p>	<ul style="list-style-type: none"> ● Liaised between the marketing department, internal production team, finance and various business units, as well as media and advertising agencies to ensure advertising deadlines were met and that the relevant payments were processed on time or chased when they were not ● Highlight: Provided administrative support to the sales and marketing divisions; event coordinated a plenary session for the sales and marketing department at the Graceland Hotel Casino and Country Club in Mpumalanga

<p>Nyati Holdings Milpark</p>	<ul style="list-style-type: none"> • My assignment as a promotions manager at Nyati Holdings, a hair and cosmetics distribution company, involved managing in-store promotions, promoter recruitment and product training. This role comprised sourcing brand collateral, such as promotional stationery and clothing, vehicle branding and so on. Other responsibilities included promotional stock and stationery management, shift scheduling and organising promoter weekly payments (wages) • Initially joined Nyati Holdings as a promoter and was tasked with travelling provincially within South Africa to market the Darling hair extension brand at hair salons and retailers regionally. This also involved generating new orders from wholesalers and retailers in Gauteng, Limpopo, Mpumalanga, and Free State provinces for the company, until I was appointed as a promotions manager • Highlight: Travelled regionally within South Africa to promote the Darling Hair Extensions brand and obtained direct feedback from stores and salons. The brand achieved a significant increase in sales during this period.
<p>Braiding for Africa (BFA) Randburg</p>	<ul style="list-style-type: none"> • As a co-founder for over seven years, my role comprised marketing and business development for the brand • As a hair designer, I was involved in providing hair extension installation, styling and occasional make-up services to regular clients and for several fashion shows • Highlight: Braiding for Africa featured articles on hair trends and creative hair designs in Elle, Enterprise, Cosmopolitan, Style magazines and other publications. Provided hair designs to local and international personalities including some of the cast of Generations and Backstage South African soapiers, as well as a BFA hair design feature on CNN during the South Africa Fashion Week show in 2001.

IN CONCLUSION

Working with people from all walks of life and assisting them to develop their strengths and achieve overall well-being brings me great satisfaction.

The following quote by Stephen R. Covey, author of The 8th Habit embraces my core personal philosophy on work and life:

“When you engage in work that taps your talent and fuels your passion - that rises out of a great need in the world that you feel drawn by conscience to meet - therein lies your voice, your calling, your soul's code. There is a deep, innate, almost inexpressible yearning within each of us to find our voice in life. Find your voice and inspire others to find their own.”