MBONGENI MAHLANGU

PROFESSIONAL SUMMARY

Mbongeni Mahlangu **is a highly motivated individual with aspirations of becoming a Chief Business Administrator, Business Unit Leader and or Senior Project Manager**. He holds **Bachelor of Technology in Business Administration and a National Diploma in Management** from the University of Johannesburg. With **over six years of combined experience as a ,Sales Executive, Fleet Coordinator ,Project Coordinator and Property Manager.** Mbongeni believes his practical knowledge, paired with his academic background, positions him well to thrive in **Business and Project Management related fields**. **With a strong foundation in Project and Business Administration**, Mbongeni is always ready to leverage his skills and knowledge to deliver optimal results in all his endeavors. He is committed to continuous learning and gaining valuable experience to progress in his career. Mbongeni is a self-motivated, goal-oriented individual with a drive to uplift and empower others through the knowledge he has acquired and the experiences he has gained over time.

PERSONAL DETAILS

Contact	:	081 360 6515
E-mail address	:	disdinkt@gmail.com
Location	:	Kempton Park, Gauteng
Nationality	:	South African
EE	:	Black Male
Licence	:	Code 08-B

CORE COMPETENCIES

- **Basic understanding of budgeting, cost estimation, and financial reporting to monitor and control project and sales budgets.**
- Expertise in marketing techniques to support sales efforts and promote the company's services/products.
- Ability to plan, organize, and oversee projects from initiation to completion, ensuring that timelines, budgets, and objectives are met.
- **Proficient with relevant software tools such as project management software (e.g., Evolve), CRM systems, and office productivity tools (e.g., MS Office Suite, Google Workspace).**
- **Knowledge of business operations, including administrative and operational procedures for ensuring smooth day-to-day functioning.**
- Able to manage client expectations, maintain professional relationships, and ensure satisfaction.
- **Demonstrated ability to guide and motivate teams to achieve organizational goals and objectives.**
- Skilled in prioritizing tasks and managing time effectively to meet project deadlines and sales targets.
- Excellent verbal and written communication skills for both internal and client-facing interactions.
- **Accurate Data Capturing**
- **Application of lean management principles, waste elimination**
- **Critical thinking and problem solving skills**

[Vehicle Sales Executive -Health and Safety Officer] **[BYD Fourways]**
[November 2025 – Present]
Duties Include:

- Driving Electric Vehicle Sales
- Prospecting for clients and marketing BYD vehicles and achieving targets.
- Developing and advancing on acquiring knowledge of the concept of Electric Vehicles, specifications plus charging infrastructure to adequately advise clients.
- Rendering exceptional customer support and after sales.
- Delivering beyond average customer service, managing inquiries, moreover, orchestrating a seamless purchase process.
- Communication with clients and stakeholders.
- Conducting negotiations, presenting financial options to clients
- Quoting using Client Relationship Management System Pinnacle.
- Participating in brand activations and marketing activations.
- Maintaining strong customer relationships and securing repeat business.
- Conducting test drives and vehicle demonstrations
- Preparing vehicle for delivery, pre delivery inspection, licensing plus ensuring financial compliance with Finance and Insurance Manager
- Effective management of Budget (Cost and Sales)
- Key Stakeholder engagement for growth and recognition of BYD brand
- Maintaining quality assurance in delivery of product.
- Discharging duties of nominated Health and Safety Officer for dealership
- Identifying risks to mitigate accidents in workshop and dealership.
- Managing and containment of hazardous materials e.g. Oil, fuel, paint
- Overseeing safety of staff and clients
- Site inspections and safety audits.
- Incident investigations, performing root cause analysis and conducting reports.
- Toolbox talk and coordinating safety training
- Legal compliance and observing that dealership is operating in confines of Compensation for Occupational, Injuries and Diseases act.

EXPERIENCE

[Acting Property Manager] **[Ekurhuleni Housing Company SOC]**
[March 2025 – August 2025]
Duties Include:

- Managing Social housing rental portfolio of City of Ekurhuleni comprising of 1432 units.
- Having foresight in opportunities to maximize on the efficient use of retail plus residential space whilst minimizing occupancy costs for optimal profitability of assets.
- Ensuring technical team appropriately manages and facilitates all maintenance activities including investigating and resolving tenant complaints to ensure compliance in terms of Health and Safety.
- Managing property maintenance strategy and initiatives within provisioned budget.
- Accounting for regular maintenance of complexes .and managing sub-contractors for execution and quality of services rendered. Sub- Contracted projects comprise of but not limited to plumbing, electrical, painting, CCTV, Biometric Access Control and paving projects.
- Managing Client Services team.
- Ensuring Rental and Tenant management policies are observed.
- Devising marketing strategies targeting income groups in alignment with social housing regulations
- Ensuring Client Service Agents diligently perform property inspection hand-overs from outgoing tenants ensuring Service Level Agreements/ Contracts were upheld and any concerns regarding the maintenance in respect of the property has been resolved prior to deposits being paid as per agreements.
- Monitoring the renewal of leases.
- Ensuring oversight in the placement of tenants are in accordance to Social Housing Regulatory Authority regulations.
- Enforcing legally defensible credit control actions namely electricity disconnections, parking restrictions, managing biometric access control.
- Collaborating with Rental/Revenue manager on rental payment adherence of tenants in advanced arrears on steps to be taken to ensure Entity salvages arrears.

Collaborating with Rental/Revenue Manager on tenant house visitations

- Stakeholder relations with Law enforcement and various Departments to mitigate tenant hostility and ensuring service delivery.
- Overseeing Implementation of Community Development Programs with Community Development officer namely launching of homework center and library, Hosting Youth programs addressing health, cultural and social awareness.
- Assisting Community Development Department with fund raising.
- Cleaning and Gardening Contract Management ensuring cleaning and gardening is attended to according to SLA standards.
- Security Contract Management ensuring safety within the complex. Ensuring security company address errant behavior of tenants and enforces the law.
- Managing Expanded Public Works Program Cadets by ensuring a transfer of skill in the design and implementation of their weekly activity plans.

EXPERIENCE

[Property Manager] **[Tiyanfumo Properties]**
[March 2024– February 2025]

Duties Include:

- Managing various rental portfolios of clients.
- Asset management
- Followed up and performed due diligence on respective steps of handing over rental stock to incoming clients.
- Conducted Property inspection hand-overs from outgoing tenants.
- Enforcing rental contractual agreements
- Mediation of tenant disputes and conflict management to maintain a conducive environment for all respective parties to peacefully commune or conduct business.
- Promptly addressing property maintenance concerns and tendering out work to service providers.
- Managing purchase orders and invoices for property management work delegated and completed by outsourced service providers.
- Budget forecasting for long-term upkeep and desirability of Clients assets in addition to providing financial advise concerning their rental portfolio.
- Actively supporting compliance in alignment to the clients policies, procedures, ISO obligations in addition to sourcing further advise in applicable municipal by-laws
- Investigating validity of consumption reports and ensuring any causes of wastage are addressed
- Liasing with administration team on rental collection status and any concerns arising in the regard so that arrangements may be discussed and made.
- Managing New Property and Rental sales

EXPERIENCE

[Sales Executive] **[Halfway Toyota Scottburgh]**
[February 2022– February 2024]

Duties Include:

- Drove tasks and pushed deadlines when they seem impossible to meet moreover still delivering the end product with quality in mind.
- Followed up and performed due diligence on respective steps of entire sales process from lead generation, negotiations, deal structuring with Finance and Insurance Manager.
- Grievance management with clients demanding a higher quality of service, clients are never difficult they simply have different needs.
- Product orientation on vehicle delivery and after-sales.
- Co-ordinating with workshop for vehicle fitments and extras plus assisting with courteous service bookings
- Product presentations at schools, clinics , government departments , Police stations etc
- Pursuing monthly and quarterly targets
- Co-ordinating and participating in marketing golf days, marathons, cycling days, conservation initiatives and surfing competitions.
- Worked with the end result in mind.
- Resilience, Negotiation and communications abilities.
- Worked with an increased sense of urgency.

[Fleet Controller] **[Hey Halfway Recon Centre]**
[November 2019– January 2022]

Duties Include:

- Managed the co-ordination of drivers to deliver and collect vehicles across nine dealerships in province
- Ensured logistical functionality of department.
- Procuring vehicle parts and consumables required for repairs plus services.
- Co-Ordinated the registration of the used vehicles being reconditioned.

Ensured driver is fit to operate a vehicle and is not on any mind-altering medication.

- Orientated driver on routes to be travelled and inform them of possible delays in traffic and weather forecast.
- Reconciled stock and invoicing.
- Handled administration of drivers wages.
- Ordered sundries and services from service providers.
- Ensured the quality standard of the vehicles mechanically and cosmetically is maintained through the Recon process.
- Scheduled vehicles for service with work shop supervisor.
- Utilized dealer management system evolve for creating orders for services, invoicing and quoting delegated jobs.

[Project Coordinator] **[Rekhuditse Construction and Civil Services]**
[Febraury 2018– October 2019]
Duties Include:

- Project Management and Co-ordination.
- Site establishment.
- Financial reporting to City of Ekurhuleni
- Submitted and accounted for invoices submitted to City of Ekurhuleni.
- Labour Relations.
- Procuring Material and Resources required for execution of projects such as but not limited to Riversand, Diesel ,PPE, Machienary, Crusher Stone, Ashpalt Bitumen
- Service Provider and Sub Contractor Liaisons and dealing with grievances.
- Site Progress reporting to Consulting Engineer.
- Applied for tenders and ensuring company meets requirements.
- Assisting in compiling the Bill of Quantities.
- Plant Maintenance.

EDUCATION

Institution	**:**	University of Johannesburg
Qualification	**:**	**Bachelor of Technology in Business Administration**
Status	**:**	**Completed**
Institution	**:**	University of Johannesburg
Qualification	**:**	**National Diploma in Management**
Status	**:**	**Completed**

SUCCESSFUL PROJECTS

Ekurhuleni Metropolitan; Expanded Works Program (IPW REF: EFW-RS-06-2018):

- Construction of roads Tembisa EXT11(ERF 4240) Umthambeka– Section Tembisa.
- SW Rehabilitate and Repair Stormwater pipe and sewage system– Endulwini Section Tembisa
- Pedestrian Management– Letsiakarana Tembisa.

ACHIEVEMENTS

- **Toyota Skills and Excellence Challenge National Finalist and East Coast Regional Winner.**

GOALS

- **To move into a senior management or executive position, such as a business operations manager, senior project manager, or a director of project management.**
- To pursue a **Master's in Business Administration** (MBA) or a specialized master's degree in project management.

- To one day start my own business or consultancy focused on providing project management services or business administrative solutions.
- **To Start a Digital Marketing Company mandated to assist a vehicle sales executive efficiency**

VOLUNTEER WORK

- **Co-Founded Save the Seed Foundation that served the homeless community of Kempton Park which involves Soup Kitchens, Blanket Drives, Drug Awareness, Mobile Clinics, Youth Sport Days.**

REFERENCES

- **Ms.Brenda Sekute** Ekurhuleni Housing Company HR Officer (082) 530 6230
- **Mr.Matimba Masinga** Tiyanfumo Properties Principal (072) 312 8202
- **Mary Seleme**: Rekhuditse Construction CEO (079) 814 5672