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PROFILE

As a seasoned Board Secretary, Corporate Governance Consultant, and Compliance Professional, I bring over a decade of hands-on experience supporting Boards and Executive teams in navigating complex regulatory landscapes and driving governance excellence.

My career spans key sectors across Southern Africa, with deep expertise in:

* Board administration and secretariat support
* Corporate governance and fiduciary compliance
* Statutory and regulatory reporting
* ISO standards implementation (ISO27001:2013 & ISO37001:2018)
* Data protection and contract compliance (POPIA & GDPR)

Currently serving as Board Secretary at Sirdar, I work closely with board chairs and directors to ensure seamless meeting coordination, accurate and timely minutes, and strategic alignment in governance processes. I also supported Access Bank South Africa on secondment, advising on corporate governance best practices at committee level.

My earlier roles, from Assistant Company Secretary to Compliance Officer, have honed my ability to navigate legal frameworks, manage high-volume documentation, and provide sound governance counsel. With a strong foundation in corporate law and administrative systems, I take pride in maintaining the highest standards of precision, professionalism, and confidentiality.

Driven by a passion for good governance and ethical leadership, I am committed to empowering boards to function effectively, responsibly, and with integrity.

## Key Accomplishments

Initially employed as a legal secretary, I studied and attained the relevant experience and expertise to become the Head of the Corporate Governance Department at KMNS INC, yet still attending to litigation matters. Represented Eyabantu Capital Consortium (Pty) Ltd in the refinancing of the Exarro BEE deal to the value of R5 billion. This entailed reviewing complicated financial instruments from senior loan agreements, mezzanine funding and syndicated funding agreements. Worked as Practice Manager, overseeing the entire running of the firm at SM Vakalisa. Whilst working at SIS Global as a Compliance & Contracts Officer, I was in charge of the ISO27001:2013 audit and under my guidance and leadership, the company passed their audit and were awarded their certification. Currently, at Sirdar South Africa, I am serving as a Board Guide/Company Secretary on various boards.

## Relevant Competences

Experience and education have provided extensive knowledge in the following key areas:

* Corporate governance expertise
* Regulatory compliance
* Excellent communication and interpersonal skills
* Legal Research
* Policy Development and Implementation
* Knowledge of law and legal procedures
* Knowledge of ISO27001:2013 and ISO37001:2018 standards
* Board support and secretarial functions

# PROFESSIONAL EXPERIENCE

**Board Secretary April 2023 – current**

Reporting directly to the Managing Partner of Sirdar Global Group

* Providing clients with advice and guidance on the Companies Act and corporate governance best practice and principles
* Ensuring CIPC Compliance for a portfolio of clients, along with maintenance of the statutory registers as well as completion and submission of filings with regulatory bodies
* Timeous preparation of annual planning calendars for all clients (board meetings, committee meetings, annual return dates and board agenda cycles)
* Arranging Board meetings, preparation of notices, agendas and the circulation of Board and Committee Reports
* Timeous preparation of papers and attendance at board meetings and annual general meetings.
* Preparing board resolutions and filing them accordingly
* Drafting and reviewing minutes and maintaining minutes book (electronic share register)
* Preparing and tracking board action items/matters arising list
* Maintaining directors’ interests register
* Administration of all matters relating to share ownership and share certificates
* Safekeeping and orderly storage of deeds, contracts, leases and other documents entrusted to Sirdar’s care
* Assisting with annual corporate governance reviews and board evaluations
* Filing of Ultimate Beneficial Ownership with CIPC

**Secondment to Access Bank May 2024 – December 2024**

**Reporting directly to the Company Secretary as a Senior Committee Secretary**

* Collaborate with the Company Secretary to coordinate high-level committee meetings, ensuring seamless scheduling and agenda preparation.
* Draft and distribute accurate minutes, capturing key decisions and follow-up actions to ensure compliance with governance frameworks.
* Review committee charters and terms of reference to maintain alignment with corporate governance standards.
* Oversee statutory filings with CIPC, including UBO reporting and share certificate administration.
* Maintain detailed records of committee activities, ensuring availability for audits and regulatory reviews.

**Key Achievements:**

* Improved meeting efficiency by implementing a streamlined process for action item tracking, reducing follow-up delays by 30%.
* Led the review and update of multiple committee charters, ensuring compliance with evolving regulations.

**Compliance and Contracts Officer February 2022 – April 2023**

Reporting directly to the CEO of SIS Global Group

* Ensuring that the company complies with its outside regulatory and legal requirements as well as internal policies and bylaws
* Drafting policies and updating existing ones
* Ensuring that the company is compliant with EU GDPR and POPI
* Monitoring internal compliance
* Managing information flow through research and analysing data
* Acting as a point of contact with LabourNet and GDPR data regulators (currently registered as the group’s Information Officer with the Information Regulator of South Africa)
* Administering the Information Security Management System of the company and liaising with external auditors to achieve ISO27001:2013 certification
* Attending online meetings and drafting Minutes

**Key Achievements:**

* Achieved ISO27001:2013 certification within six months by leading the compliance audit process.
* Reduced internal compliance gaps by 40% through proactive policy updates and staff training.

**Professional Assistant/ Practice Manager July 2020 – January 2022**

Reporting directly to Mr Vakalisa of SM Vakalisa Incorporated

* Litigation (from summons to trial stage or execution of warrant)
* Drafting of all High Court and Magistrate Court pleadings
* Uploading and managing matters on Case Lines
* Attending to serving and filing of documents at court
* Managing diary of Mr Vakalisa
* Sourcing tenders and drafting tender responses and responding to Request for Proposal
* Attending to reconciliation of accounts, debtors and creditors’ lists
* Compiling month-end status reports for client and internal reports
* Drafting of commercial agreements, including but not limited to, Shareholders Agreements, Loan Agreements, Settlement Agreements, Non-Disclosure Agreements, Memorandum of Agreement
* Drafting of various contracts/ proposals
* Day to day running of the office

**Reason for leaving: I was offered a competitive salary with benefits**

**Professional Assistant April 2014 – May 2019**

Reporting directly to Mr Kwinana of KMNS Inc (formerly Kwinana & Partners Inc) (specializing in Litigation, divorce and company secretarial work)

* Preparation of Board Packs
* Drafting meeting notices and resolutions thereto
* CIPC e-transacting, *inter alia*, registration of new company, change of directors, change of address, filing annual returns, name reservations
* Attending to payment instructions in respect of dividend payouts (irrevocable cashflow instructions) and liaising with the banks to effect payments
* Compiling and/or updating share registers (electronic and manual versions)
* Attending to company conversions
* Arranging meetings for shareholders and/or directors, chairing meetings and drafting minutes thereto
* Litigation (from summons to trial stage or execution of warrant)
* Drafting of all High Court and Magistrate Court pleadings
* Attending to serving and filing of documents at court
* Preparing Briefs for Counsels and liaising with Counsels
* Managing diary of Mr Kwinana & Ms Nkuhlu
* Sourcing tenders and drafting tender responses
* Attending to reconciliation of accounts
* Compiling month-end status reports for client
* Drafting of commercial agreements, including but not limited to, Shareholders Agreements, Loan Agreements, Settlement Agreements, Non-Disclosure Agreements, Memorandum of Agreement
* Drafting of various contracts/ proposals
* Day to day running of the office

**Reason for leaving: Started my own consultancy company**

**Legal Secretary/PA to Mr Thompson October 2013- March 2014**

Reporting directly to Mr Thompson of Thompson Attorneys (specializing in Labour Law)

* Managing the diary and scheduling meetings
* Typing correspondence
* Attending to telephonic enquiries
* Drafting legal notices
* Receiving new instructions and opening files
* Tracing defendants
* Dicta-typing
* Preparation for disciplinary hearings and incapacity enquiries
* Liaising with clients, sheriffs and counsel and the CCMA
* Managing the day to day running of the office
* Fees debited per month approximately R20 000-00

**Reason for leaving: I was headhunted by one of the Directors at Kwinana & Partners Inc**

**Administration Assistant** **April 2013 – September 2013**

 **(CONTRACT)**

Assisting the Manager for the Debt collecting department of Syndicated Debt Collectors

(Legal department of Atlas Finance)

* Resolving client queries
* Reconciliations of all overdue accounts
* Loading of debit orders
* Month end reports and budgets
* Compiling daily stats to monitor the performance of the department
* Scheduling, coordinating meetings, attending meetings and preparing minutes
* Attending to legal correspondences on behalf of the department
* Assisting with all administration duties required for the effective performance of the department with other operating units of the company

**Reason for leaving: Contract expired**

**Legal Secretary/PA January 2011- March 2013**

Reporting directly to the Senior Lawyer for Dadic Attorneys (specializing in litigation – Commercial Law)

* PA functions
* Correspondence
* Telephonic enquiries
* Legal notices
* Receiving new instructions and opening files
* Tracing defendants
* Diary management
* Dicta-typing
* Debt Collecting

**Reason for leaving: Was struggling to find the balance when I returned from maternity leave and it was now affecting my performance at work**

## Finance and Administrative Assistant Feb 2010-Dec 2010

Reporting directly to the Finance Director for MOSTHILL ENTERPRISES, Zimbabwe

Reason for leaving: Relocated to South Africa

**Customer Consultant, Bank Teller & Back Office Clerk March 2007-Aug 2009**

STANBIC MUTARE, Zimbabwe

Reason for leaving: Banking sector in Zimbabwe was falling apart and hence, got salary cuts which affected my livelihood financially

## QUALIFICATIONS

1998-2003 Mutare Girls’ High School

**Form 1-4 (8 O Level passes)**

 **Form 5-6 (2 A Level passes)**

2004-2005 Speciss College

**Diploma in Banking IOBZ Certificate Level**

2005-2008 Africa University

#### Bachelor of Business Studies in Management

 Currently Regent Business School

**Bachelor of Commerce in Law (1st Year)**

**COMPUTER SKILLS**

Typing speed 60wpm, Proficient in spreadsheets, Microsoft Word, Microsoft Teams, One Drive, PowerPoint, Excel

Knowledge of Case Lines, Practice Manager, GhostConvey,Voyager and Winlaw

Knowledge of CIPC eservices and ISMS.online, Onboard and Diligent

# PERSONAL STRENGTHS

* Teamwork and building relationships
* Ability to work with minimum supervision
* Ability to work well under pressure
* Fast learner, willingness and cooperation
* Demonstrating initiative
* Always maintaining a professional approach
* Discretion when dealing with confidential information
* Willing to work before or after normal office hours when the need arises

**REFERENCES AVAILABLE ON REQUEST**