

Elizna Viljoen

<p><i>Summary</i></p>	<p>Over 20 years' experience in the company secretarial field in consulting and in-house positions across the industrial, mining, information technology and telecommunications sectors. Dedicated and proactive with strong commitment to creating a high performance culture in the company secretarial department with value adding service offering to the business as a trusted advisor. Easily develops trusting and productive relationships with management, colleagues and external stakeholders.</p>
<p><i>Key Attributes</i></p>	<ul style="list-style-type: none"> • Leadership development • Continuous professional development • Management and organisational skills • Budget setting and management • Team supervision • Practical approach to problem solving
<p><i>Experience</i></p>	<p>Anglo American South Africa</p> <p>Head of Company Secretarial Anglo American South Africa and Anglo American Platinum - (May 2013 – Present)</p> <p>Responsible for managing the Company Secretarial teams at Anglo American Platinum Ltd and Anglo American South Africa Ltd, servicing the boards and board committees of these companies and ensuring appropriate compliance with JSE Listings Requirements, the provisions of the Companies Act and King Code of Governance Principles. The role reports into the Group General Counsel of Anglo American plc based in London.</p> <hr/> <p>Blue Label Telecoms Limited (“Blue Label”)</p> <p>Group Company Secretary (November 2007 – April 2013)</p> <p>Group Company Secretary for Blue Label, group subsidiary and joint venture companies. Reporting to the Group Financial Director. Establishment of the secretariat function including a compliance function and creating awareness of the role of the company secretary.</p> <hr/> <p>Bytes Technology Group Limited (“Bytes”)</p> <p>Group Company Secretary (September 2004 – November 2007)</p> <p>Group Company Secretary for Bytes and its subsidiaries. Reporting to the Group Financial Director. Managed the company secretarial function and established close working relationships with group finance, communication, HR and legal.</p> <hr/> <p>CLS Consulting Services (Pty) Ltd (“CLS”)</p> <p>Company Secretarial Consultant (February 2002 – August 2004)</p> <p>Acting Company Secretary, on behalf of CLS, for subsidiaries of Exxaro Resources Ltd (formerly Kumba Resources Ltd) (“Kumba”), Coris Capital Ltd and subsidiaries, and various other smaller companies.</p> <hr/> <p>The Bidvest Group Limited (“Bidvest”)</p> <p>Assistant Group Company Secretary (1 July 1997 to 15 February 2002) (promotion)</p> <p>Assistant to Group Company Secretary (1 December 1996 to 30 June 1997)</p> <p>Directly accountable to the Group Company Secretary/Group Financial Director</p>