

## **ODWA CHARL KEBENI**

6066 Zwelibanzi Street, Cape Town, 7785  
067 631 6220  
kebeni117@gmail.com

### **PROFESSIONAL PROFILE**

Dedicated and results-driven Sports Administrator with an Advanced Diploma in Sports and Leisure Management and over 5 years of experience in sports coordination, club administration, coaching, and event support. Proven ability to manage sports programs, coordinate fixtures, oversee operations, and maintain safe, structured sporting environments. Passionate about youth development, leadership through sport, and administrative excellence.

### **EDUCATION**

Advanced Diploma in Sports & Leisure Management  
Cape Peninsula University of Technology (2021)

National Diploma in Sport Management  
Cape Peninsula University of Technology (2019)

Grade 12  
Neuncuzo Senior Secondary School (2015)

### **PROFESSIONAL EXPERIENCE**

Sports Coordinator  
Cape Peninsula University of Technology  
14 October 2022 – 14 October 2023

Planned, implemented, and supervised sports programs for diverse participants

Coordinated fixtures, schedules, and tournaments

Managed sports facilities and equipment

Ensured compliance with safety standards and risk management procedures

Liaised with coaches, students, and stakeholders

Evaluated program effectiveness and improved operational processes

Club Administrator / Coach  
Cape Town Skeletons AFC  
01 February 2018 – Present

Managed club administrative systems and communication channels

Maintained contact databases for coaches, managers, and volunteers

Coordinated team logistics, match schedules, and internal operations

Updated website content, meetings, and event information

Assisted Head Coach with operational and development planning

Supported athlete development and performance management

### **VOLUNTEER EXPERIENCE**

Varsity Shield (CPUT) – Ticket scanning & event support

Rugby World Cup 7s – Program sales & spectator assistance

Bayhill Premier Cup (2021–2024) – Photography & Match Reporting (RyluxIT)

### **KEY SKILLS**

Sports Program Administration  
Fixture & Event Coordination

Stakeholder Communication  
Microsoft Office & Computer Literacy

Risk & Safety Management  
Leadership & Team Development

Event Management  
Office Administration

Physical Training & Athlete Support

## **CERTIFICATIONS**

**First Aid Level 1**

**Code 10 Driver's License with PDP**

## **REFERENCES**

**Mohamed Ally – Manager, CPUT  
072 989 5735**

**Rayaan Allie – Head Manager, RyluxIT  
083 974 0081**

**Junaid – Team Leader, Rugby World Cup 7s  
073 498 3939**

**Sisa Jama – Founder, Cape Town Skeletons AFC  
sisajama13@gmail.com**