



# Catherine Mazoboyi Zikhali

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Training and Development /HR /Administrator. I have a National Diploma and BTech in Public Administration and Management, I have incomplete MTech in Public Management. I am a qualified ODETDP with 29 years working experience, I have typing, management, presentation, coordination, negotiation, Labour relations, OHS, facilitation, assessments and communication skills. I have Skills Development Facilitation, report writing and leadership skills.

I am a discipline woman who has both management and leadership skills. I have been in employment for 29 years of which 20 years was management and only 9 administrator. I have been 22 year in the HRD positions that give me a confidence to be employed to any Learning and Development position.

### Preferred occupation

**HR specialists**

Management, human resources jobs

**Other jobs**

Other jobs

**Administrators**

Administrative jobs

### Preferred work location

**Pretoria / Tshwane**

Gauteng

**Johannesburg**

Gauteng

**Other Mpumalanga**

Mpumalanga

**Polokwane / Pietersburg**

Limpopo

**Rustenburg**

North West

## Contacts and general information about me

Day of birth

1968-07-22 (55 years old)

Gender

Female

Residential location

Hazyview

Mpumalanga

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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## Work experience

Working period **nuo 2008.07 iki 2021.10**

Company name South African National Parks (SANParks)

You were working at: HR specialists

Occupation Manager Learning and Development

What you did at this job position? Coordinating Corporate programs, managing Human Capital & Budget, Skills Development Facilitation, Ensuring compliance, Bursary management

Working period **nuo 1996.08 iki 2001.04**

Company name Department of Environmental Affairs and Tourism

You were working at: Administrators

Occupation Principal Personnel Officer

What you did at this job position? Recruitment, Salary Administration, Pension Administration,

Working period **nuo 1991.08 iki 1996.07**

Company name Department of Education

You were working at: Administrators

Occupation Senior Administrative Clerk

What you did at this job position? Switch Board Operator, Bookkeeping, Secretariat, Typist

## Education

Educational period **nuo 1998.01 iki 1999.12**

Degree Honours

Educational institution Technicon South Africa

Educational qualification BTech in Public Management

I could work Human Resource Officer/Manager

Educational period **nuo 1991.01 iki 1994.12**

Degree Diploma

Educational institution Technicon Pretoria

Educational qualification Diploma in Public Administration and Management

I could work Administrator/Clerk/Officer

## Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	very good

SiSwati	fluent	fluent	fluent
isiZulu	very good	very good	very good
Xitsonga	good	good	good
isiXhosa	basic	basic	basic
Afrikaans	good	good	good

### Computer knowledge

Ms Word, Excel, Powerpoint, Access, Outlook, Ms Teams

### Conferences, seminars

Trainers Conference, ODETDP, Assessor, Train the Trainer, Training Needs Analysis,

### Recommendations

Contact person Simon Marutha  
Occupation Senior Manager  
Company SANParks  
Telephone number 0660638923/013 7354175  
Email address Simon.marutha@sanparks.org

Contact person JR Nkosi  
Occupation General Manager  
Company SANParks  
Telephone number 0764306812

Contact person Siphokazi Bokwe  
Occupation General Manager  
Company SANParks  
Telephone number 0711205164/012 426 5359  
Email address siphokazi.bokwe@sanparks.org

### Additional information

Your hobbies Reading, Motivator  
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 1990-04-00 (34 years)  
Salary you wish RR30 000-R55 000 R per month  
How much do you earn now RR38 000 R per month