



Zintle Ntshangase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day Employers

My name is Zinhle Ntshangase, 27 years old black South African female. I'm looking for a job, preferably Receptionist/Admin/PA jobs. I have 5 years experience in similar roles. I am available to start immediately and willing to travel/relocate.

I'm self motivated and very hard working also can be able to work under pressure. I have a Certificate-matric and office admin with computer skills.

I am an ambitious female. I am prepared to achieve the desired goals of the job description.

I am a hard worker, self-motivated, goal oriented individual who is always seeking for a challenge to enhance skills.

I have good interact with other people and and I adapt easily in different kinds of environment.

I have good communication skills.

I have acquired my skills through learning also have interest in interaction to technical skills to empower more knowledge.

I am able to work in different kinds of shifts under pressure. I speak IsiZulu, Sesotho, and English very Fluently

Please contact me at my email: zinhleli280@gmail.com or WhatsApp/Call me at 0847672633.

Looking forward to hearing from you.

Kind Regards

Zinhle Ntshangase

Cell no: 0847672633

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period	nuo 2017.09 iki 2019.11
Company name	Sassa
You were working at:	Administrators
Occupation	officer Administrator
What you did at this job position?	File Management and Telephone etiquette

Education

Educational period	nuo 2017.01 iki 2018.11
Degree	Certificate
Educational institution	arcelor mittal science center
Educational qualification	office administration
I could work	any time any day

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Os, Windows, mac, os, Microsoft Office Adobe, Photoshop and etc

Conferences, seminars

February 2018.

□ Presented paper in the National Seminar on “Human Rights : Protection & Awareness” Organized by Govt. Graduation College, Khumalo, on 16th

-17th February 2018.

□ Presented paper in the National Seminar on “Ecology and Religion : Ecological Spirituality in Cross Cultural Perspective” Organized by Umzikulu College, on 4th - 5

th March, 2018.

□ Presented paper in the National Symposium on “Quality enhancement in Higher Education: Prospects and Challenges” Organized by Umzikulu College, on 23rd -24th March 2018.

To excel in my field through hard work, research, skills and perseverance. To serve my

Recommendations

parents and the organization with the best of my abilities.

Contact person Nosfiso

Seminars/ Workshops Attended/Presented:

Occupation Manger

NATIONAL SEMINAR PRESENTED:

Company Harrygwala munipality

□ National Conference on “Services Sector – Significance and Potentiality in 21st

Telephone number 07979664029

Century” Organized by S. J. Jain Khumalo, on 21st

Email address prokelvin51@gmail.com

- 22nd January 2018.

Additional information

□ Presented paper in the National Seminar on “sj hani” Organized by RDW, Jobin.co.za, on 28th

- 28th February 2018. I also like cooking. While researching the company, I got to know about the in-house gym. Having a gym in the workplace is a great idea as employees can get to know each other better on a casual level apart from their designated roles.”

□ Presented paper in the National Seminar on “Isilezwe in Ixobo : & Direction” Organized by Dali zondo, I usually spend my leisure time reading books or playing badminton. I like reading new and trending novels and my favourite genres include suspense, horror and thriller novels.

-5 Being a voracious reader, I believe that I have a strong vocabulary and knowledge of grammar. My zeal for writing gets its flair from my passion for reading books.”

th “I have a pet dog named Cookie and spending time with him is one of my favourite things to do. I also love to travel and I often plan trips with my family. But solo travelling gives me the bliss that I crave for. Every year I look forward to exploring new places and catching up on some lifetime memories.”

“I like participating in volunteer activities especially teaching underprivileged kids. I have been associated with a few non-profit organisations since my college days and I like spending my weekends helping these NGOs for different activities from teaching to organising interesting games and activities to make learning fun for kids.”

“I like learning new skills and recently I have been interested in exploring different languages as they help me explore new cultures around the world. I started learning Spanish online and I have already cleared the beginner level. I generally spend my weekends focusing on exploring new Spanish words and watching Spanish movies to strengthen my grasp over the language.”

"I have played football since high school and I have also been the captain of my college team. I love playing football in my free time as it helps me unwind, relax as well as boosts my creativity and analytical thinking skills."

"My favourite hobby is travelling because I love discovering new cities and places around the world. I often save up for months to plan a trip every year. I love friends' trips and family outings but solo travelling brings me the real adventure and thrill to venture into new places all by myself."

"I like spending time in nature and capture all the wonderful moments of beauty with my camera. I have been doing nature photography since I was in school and is the best hobby I think I am truly proud of."

"My best hobby is meditating and spending my free time at meditation retreats. I think it has really helped me understand my mind and its complexities and in ensuring a better mental wellbeing."

"Composing music and songwriting have been my favourite pastime since I was in high school. I have my own garage band with a few of my high school classmates and we spend our free weekends and holidays composing new tunes and performing at open clubs."

Driver licenses	B Light Vehicle ≤ 3,500kg, C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-05-00 (3 years)
Salary you wish	13000 R per month
How much do you earn now	12000 R per month