



# Nomathamsanqa Zama Majola

Curriculum Vitae (CV)

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

Dedicated and safety-conscious mining professional with a valid Code C1 license, currently completing ADT Operation Certification. Highly disciplined, reliable, and adaptable in demanding work environments. Skilled in site navigation, safety compliance, and safe machine operation. Committed to optimizing workflow, following operational procedures, and contributing to productivity in mining teams.

|                         |                                              |
|-------------------------|----------------------------------------------|
| Preferred occupation    | <b>ADT Operator</b><br>Mining jobs           |
|                         | <b>Receptionist</b><br>Administrative jobs   |
|                         | <b>Direct sales consultant</b><br>Sales jobs |
| Preferred work location | <b>Kriel</b><br>Mpumalanga                   |
|                         | <b>Secunda</b><br>Mpumalanga                 |
|                         | <b>Piet Retief</b><br>Mpumalanga             |
|                         | <b>Standerton</b><br>Mpumalanga              |
|                         | <b>Newcastle</b><br>KwaZulu-Natal            |
|                         | <b>North Coast</b><br>KwaZulu-Natal          |
|                         | <b>Drakensberg</b><br>KwaZulu-Natal          |

## Contacts and general information about me

|                      |                                                                                |
|----------------------|--------------------------------------------------------------------------------|
| Gender               | Female                                                                         |
| Residential location | Vryheid<br>KwaZulu-Natal                                                       |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.                            |

**Work experience**

|                                    |                                                                                                                              |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Working period                     | <b>nuo 2018.09 iki 2020.12</b>                                                                                               |
| Company name                       | The Salvation Army WASH Project                                                                                              |
| You were working at:               | Finance officer                                                                                                              |
| Occupation                         | Finance Officer                                                                                                              |
| What you did at this job position? | Compiled monthly financial reports and allocated budgets to optimize resource utilization and improve financial performance  |
| Working period                     | <b>nuo 2022.12 iki 2024.12</b>                                                                                               |
| Company name                       | Taylor and Associates Attorneys                                                                                              |
| You were working at:               | Paralegals                                                                                                                   |
| Occupation                         | Paralegal                                                                                                                    |
| What you did at this job position? | Managed case files for civil, family and debt review matters, ensuring timely submission of all documents to court           |
| Working period                     | <b>nuo 2023.10 iki 2025</b>                                                                                                  |
| Company name                       | Northpoint Realty Group (Remote)                                                                                             |
| You were working at:               | Real estate agent                                                                                                            |
| Occupation                         | Candidate Property Practitioner                                                                                              |
| What you did at this job position? | Negotiate offers and terms of sale agreements between buyers and sellers, facilitating favourable resolutions for all agents |

**Education**

|                           |                                            |
|---------------------------|--------------------------------------------|
| Educational period        | <b>nuo 2005.01 iki 2009.12</b>             |
| Degree                    | Grade 12 / Matric                          |
| Educational institution   | Estcourt Secondary School                  |
| Educational qualification | Matric                                     |
| Educational period        | <b>nuo 2019.01 iki 2019.12</b>             |
| Degree                    | Certificate                                |
| Educational institution   | MANCOSA                                    |
| Educational qualification | HIGHER CERTIFICATE IN BUSINESS MANAGEMENT  |
| Educational period        | <b>nuo 2020.01 iki 2025</b>                |
| Degree                    | Degree                                     |
| Educational institution   | UNIVERSITY OF SOUTH AFRICA                 |
| Educational qualification | BACHELOR OF LAWS ( in progress-Final year) |

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

|         |        |        |        |
|---------|--------|--------|--------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |

### Computer knowledge

Proficient in basic computer operations, with experience in digital documentation, record keeping, and online communication. Familiar with virtual assistant tasks, including data entry, email management, and research. Comfortable using productivity tools and online platforms to enhance efficiency in administrative and operational roles. Currently expanding technical skills through ongoing studies, demonstrating a proactive approach to learning and adaptation in digital work environment.

### Additional information

|                          |                                     |
|--------------------------|-------------------------------------|
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2013-06-00 (12 years)               |
| Salary you wish          | 15000 R per month                   |
| How much do you earn now | + - 8000 R per month                |