



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: Harrygwala municipality

☐ 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

National Seminar on “sj hani

Keunobhayaam” Organized by RDW, Jobin.co.za

- 28th February 2018.

☐ Presented paper in the National Seminar on “Isolozwe in Ixopo : &

Direction” Organized by Dali zondo

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My hobbies are reading books and working out. Along with this,

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.”

“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.

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.”

“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