



Ntombiningi Zikhali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working young woman, I have the ability to cope under pressure, good team player but can also work under minimal supervision, I am reliable and honest.

I possess good communication skills, good telephone manners and good customer experience.

I am able to act with tact and discretion, good diary management skills and I can manage inflow and outflow of documents in an office.

I have good report writing and minute writing skills, with a bit of data capturing skills.

I have garden maintenance skills with experience in forestry (Silviculture), I also have one year experience in implementing the National Forest Act (Act 89 of 1998) and National Veld and Forest Fire Act (Act 101 of 1998), accompanied by good organizing skills.

I also have experience in campaign and meetings coordinating.

Preferred occupation

Foresters

Farming, forestry, fishing jobs

Administrators

Administrative jobs

Part time jobs

Part time, weekend jobs

Preferred work location

Cape Town

Western Cape

Port Elizabeth

Eastern Cape

East Rand

Gauteng

Mahikeng / Mafikeng

North West

Rustenburg

North West

Durban City

KwaZulu-Natal

South Coast (Ugu)

KwaZulu-Natal

Drakensberg

KwaZulu-Natal

Johannesburg
Gauteng

Pretoria / Tshwane
Gauteng

West Rand
Gauteng

Sedibeng
Gauteng

Other Limpopo
Limpopo

Ekangala
Mpumalanga

Embalenhle
Mpumalanga

Witbank
Mpumalanga

Middelburg
Mpumalanga

Mbombela / Nelspruit
Mpumalanga

Contacts and general information about me

Day of birth	1985-02-22 (39 years old)
Gender	Female
Residential location	Rustenburg North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.02 iki 2016.01
Company name	Department Agriculture, Forestry & Fisheries
You were working at:	Foresters
Occupation	Forestry Intern
What you did at this job position?	: Plantation Management (Monthly planning, supervising silviculture activities, quarterly reports for the plantation)

Education

Educational period	nuo 1999.01 iki 2003.12
Degree	Grade 12 / Matric
Educational institution	Inkamana Secondary School
I could work	Receptionist, Junior Administator, Admin Assistant, Receptionist

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
Setswana	fluent	basic	basic
isiXhosa	good	good	good
Sesotho	basic	basic	basic

Computer knowledge

OS. Microsoft Office, Adobe, Outlook

Recommendations

Contact person	Itumeleng Setshoane
Occupation	Assistant Director Foetry
Company	Department Agriculture, Forestry & Fisheries
Telephone number	+2714 592 6063
Email address	ItumelengS@daff.gov.za

Additional information

Your hobbies	Going to Gym, Movies, Netball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2006-06-00 (18 years)
Salary you wish	R6500 R per month
How much do you earn now	R6000 R per month