

# CURRICULUM VITAE

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## PERSONAL DETAILS

Surname : Ndamase  
Name : Zintle  
Gender : Female  
Race : Black  
Nationality : South African  
Driver's License : Code 10 (C1)

## EDUCATIONAL DETAILS

Highest Standard Passed : Matric (Grade 12)  
School : Oxford International High School  
Year : 2003

## TERTIARY QUALIFICATIONS

Name of Institution : Walter Sisulu University  
Course : National Diploma of Public Management  
Year : 2007

## WORK EXPERIENCE

Name : HARCOURTS  
Position held : Real Estate Agent  
Year : 2015-2018  
Duties : Marketing, Selling houses and Attending to clients.

Name of company : PC Training and Business College  
Position held : Facilitator and Assistant Administrator  
Year : 2008-2012  
Duties : Facilitated Business Administration containing the  
Following modules: Communication in the workplace,  
Writing effectively, Ethics in the workplace and  
Human Resources Management.  
Maintain the front desk, enrolment of Students  
handle incoming and outgoing mail, file and retrieve  
documents.

KEY SKILLS : Computer MS Word, EXCEL, PowerPoint and Email.

Personal attributes : Team player, hard worker and multi-tasking ability to  
Set priorities

## **REFERENCES**

1. HARCOURTS
2. PC Training and Business College