

CURRICULUM
VITAE
OF
ZOLIES
NCUBE



509 Mimosa Square, Claim and Jager Street, Hilbrow, 2001
Phone: 061 293 3097 Email: ncubezolies@yahoo.com

ZOLIES NCUBE

Personality Profile

I am persistent, emphatic, outspoken and open minded person. I work best when faced with testing challenges. My motto is to always be ready to learn from other people and from events that are happening to and around me every day. I am self motivated, enthusiastic and have a positive attitude.

Personal Details

Full Name and Surname: Zolies Ncube
Date of Birth: 04-March-1989
Language Proficiency: English, IsiZulu

Education

TERTIARY

Institution: University of South Africa
Degree Pursued: BSc in Life Sciences
Majoring: Biochemistry and Microbiology

SECONDARY

Institution: Newgate College
Highest Grade Passed: Grade 12
Subjects: IsiZulu Home Language; English First Additional Language;
Mathematics; Geography; Life Sciences; Physical Science;
Tourism; Life Orientation

Employment History

Currently Working at British Council as an Invigilator (Part time)

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Company: AMS Communication
Position Held: Sales consultant
Tasks and Responsibilities: Attend to administrative duties
Field documentation and workshops
Advertise and market training workshops
Receiving and making phone calls

Company: Jamela Resource Consulting
Position Held: Sales Consultant
Tasks and Responsibilities: Promote/sell training programs on offer.
Find out prospective customers/clients for training workshops.
Sending emails, scanning and faxing documents
Prepare quotations and invoices for clients.
Attend sales and marketing meetings.

Professional Skills

Communication skills

Computer skills

General office routine skills and experience

Good telephone and email etiquette

Self motivated

Ability to work under pressure

Time management

Team work

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References

Name: Bruce Dube
Position: Sales Manager (AMS Communications)
Contact number: +27 011 042 7030

Name: Vellie Clark
Sales Manager (Jamela Resource Consulting)
011 037 3164

Name: Auspious Ndlovu
Project Officer (British Council)
Contact: 011 560 9300/01