

**Curriculum Vitae**  
**of**  
**Zimasa Songca**

**OBJECTIVE:** To be an ambassador of the company I work for. To act professionally at all times. As well as to conduct my work to the best of my abilities.

**PERSONAL DETAILS**

**Name & Surname:** Zimasa Songca

**Contact Details:** 071 747 5781/076 762 9971

**ID Number:** 870301 0521 087

**Nationality:** South African Citizen

**Marital Status:** Single

**Drivers License:** N/L

**Languages:** English, IsiXhosa, and Zulu

**ADDRESS:**

**HOME:**

W1139, 32 HAPPY PEOPLE WAY  
UMLAZI TOWNSHIP  
UMLAZI  
4031  
Durban

**POSTAL:**

Umlazi 5 ext2  
P.O. Box 54845  
UMLAZI  
4031  
Durban

**RESIDENTIAL:**

227 Kingsrow  
Room 3  
Cnr Johannes  
& Church st  
Arcadia  
0083  
Pretoria

**EMAIL:** zsongca@gmail.com

<b>COMPUTER SKILLS: TYPE</b>	<b>COMPETENCE</b>	<b>SOFTWARE</b>
Word Processing	Advanced	MS Word 2007
MS Excel 2007	Advanced	Spreadsheets
Power Point 2007	Advanced	
Auto Cad 2006	Advanced	Other
Web internet/intranet	Advanced	
GIS	Advanced	ArcGIS, ESRI

## **EDUCATION**

**High school:** Mqikela Senior Secondary School.  
**Year matriculated:** 004  
**Subject Passed:** Biology, Mathematics, Physical, Science, Geography, English, & Xhosa.

**Tertiary Institution:** Nelson Mandela Metropolitan University  
**Year:** 2010 (Final year)  
**Degree:** Bsc Geology  
**Majors:** Geology and Geography

**Certificate:** Trauma Management  
**YEAR:** 2008

## **WORK EXPERIENCE**

### ***Casual***

Maintaining operation and hygiene standards  
 Quick learner and work wonders under pressure.  
 Interactive skills.

### ***Professional***

- **Company Name:** GeoMarketing Africa

**Duration of Employment:** February to July 2009

**DUTIES:** Visualizing Marketing Research, Data Capturing and Digitizing using ArcGIS 9.2 & 9.3

- **Company name:** AcnGold

**Duration of Employment:** January to November 2011

**DUTIES:** Forex exchange Introducing agent.

- **Company name:** CollegeSA

**Duration of Employment:** January 2012 to March 2012

**DUTIES:** Student Registrar

**SKILLS DEVELOPED:**

Organizational, management and leadership:

\*Taking initiative, handling details, coordinating people and tasks, managing groups, working under pressure, decision making, conflict resolution, task orientated, managing multiple tasks.

***Communication skills:***

\* Reading, facilitating groups, public speaking, and listening skills.

***Research and Planning:***

\* Conduct need assessment, identification of resources, problem solving, and goal setting

***Interpersonal skills:***

\*Sensitivity, empathy, motivational.

**REFERENCES:**

Mr. L. Bantom	<b>082 777 9429/ 072 499 5267</b>
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Miss Leigh Van Der Merwe <a href="mailto:leigh@colleges.co.za">leigh@colleges.co.za</a>	<b>082 304 4372/ 082 775 7983/ 012 323 3001</b>