CURRICULUM VITAE

*DECEMBER 2011*

ZOLILE TAAHIR LAMBERT

142 Muller Street

Melton Rose

142 Muller Street

Melton Rose

Eersteriver

7701, Contact No. 0736758870/0710700621

taahirl@yahoo.com

Identity Number: 7801185324088

Marital Status: Married

Dependants: Three

Sex: Male

Nationality: South African

Driver’s License: Code C1 (PrPDP)

Home Language: Xhosa

Religion: Islam

Other Languages: Born in Beaufort West I am fluent in speaking, reading and writing Afrikaans, English

Hobbies: Soccer, Athletics

# ACADEMIC DETAILS

Grade 11: Mandlenkosi High School (1996)

Mandlenkosi Location

Beaufort West

6970

Telephone Number: (023) 4152400

Subjects: Xhosa (HG)

English (HG)

History (SG)

Geography (SG)

Afrikaans (HG)

Biology (SG)

# LIFE SKILLS OBTAINED

Team Building

Assertiveness

Goal Setting

Stress Management

**OTHER SKILLS/COMPETENCIES**

Interpersonal Skills, Computer Skills (Word, Excel, Access, PowerPoint), Telephonic Skills, Conflict Resolution Skills, Working under pressure, Coaching and Leadership Skills and Call Centre skills.

**WORK EXPERIENCE**

**Last Employment**

**A. My City Bus Monitoring**

April – August 2011

**Minibus Taxi Surveys**

November – December 2010

**Duties**

* Interviewing Commuters about the service rendered by the My City Busses
* Minibus Taxi on board Surveys to determine the viability of the minibus taxis on the Blaauwberg area (Phase 1).
* Minibus Taxi Rank Surveys to determine commuter supply and demand

**Contact Person**

Mr Reggie Springleer

Contact No. (021) 400 4719

Cell No. 0832863571

**B. WCL Trading**

February 2008 - 2010

**1. Booking Clerk**

**Duties and Responsibilities**

* Attending to telephonic booking of Dial-a-ride clients to various areas within Cape Town
* (Call Centre duty) Attending to complaints and seeking constructive solutions to these complaints
* Documentation of complaints in a form of a report to the City of Cape Town
* Assist in cases of emergency in the transportation of clients to different areas within the Cape Metropolitan.

**2. Scheduler**

**Duties and Responsibilities**

* Planning of routes from pick up points to drop off points of clients
* Effective scrutinizing of Road by road operation of routes to reduce traveling time.
* Organizing of drivers to various areas for pick-up of passengers within Cape Town

**3. Office Administrator**

**Duties and Responsibilities**

* Answering telephones dealing with complaints and queries
* Data Capturing
* Making Copies
* Faxing and Filling
* E-mailing
* Interpretation Role
* Managing small project and providing technical support to line management

**Contact Person**

**Operational Manager: Lee Casiem**

**(**021) 4861650/083 4326231

**C. Midway Two (Contracted under the City of Cape Town)**

Public Transport Surveyor

2007-2010 (Ad Hoc)

**Duties and Responsibilities**

* To perform bus, taxi, rail, minibus taxi, tourist modes surveys
* Assist in managing data collection with other team members
* Support regulations team through input on public transport survey information
* Prepare transport information of respective public transport modes

**Reason for leaving**

Ad-hoc

##### *Contact Persons*

Mr. Mark Skrikker

Contact Number: 0718739388

(021) 483 0258

Mr. F. Petersen

Contact Number: (021) 400 4119

0847020730

##### D. Ceres Meat Traders

### Hallal Slaughterer

September 2003 – January 2007

## Reason for Leaving

Family Responsibility

Mr. Trevor Abrahams (Manager)

Contact Number: (023) 3155037/ 0845255037

##### E. Dr. Dacosta Surgery

### Cleaner and Messenger

January 2001 – July 2003

* Cleaning of Office and Consultation Rooms
* Delivering Correspondence to Different Clients
* Note all incoming mail

#### **D. Company: Ikamva Cleaners**

### Supervisor of Cleaners

### **March 1998 – October 2000**

### Monitoring other cleaners and providing a support system in dealing with queries and problems encountered at the different cleaning areas also making sure that all necessary equipment is available for effective cleaning and maintaining a healthy environment.

* Preparing materials and tools for operational tasks
* Storing of tools and equipment in a safe and appropriate manner

## Reason for Leaving

End of Contract

Mr. Thembinkosi Henge CEO

Contact Number: 044 533 6881/Cell: 0814658479

## FUTURE GOALS AND ASPIRATIONS

My aim is to establish myself at a company where hard work, dedication and loyalty are the key to success. I intend to enrich myself academically and to gain as much experience and in so doing increasing my value to the department and overall organization. I urge you to make a good investment for your organization.