

MAKOLA NTABENYANE UNITY

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📍 2874 Ebony Park Extension 6 Lavender street Midrand 1632

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

	Department of Agriculture, Land Reform and Rural Development
<i>May 2020 - To date</i>	<p>Agricultural advisor</p> <p>Provide training and extension services to food security project beneficiaries. Advise farmers on business ,production and land management solutions. Advises farmers on issues such as livestock, crop diseases, control pests and weeds, animal husbandry and feeding programmes. Schedules frequent visits to farmers identifying agricultural methodological and production problems and for impact assessment. Reports writing, recording, managing progress.</p>
	MRTT (Mpumalanga Regional and Training Trust)
<i>October 2019 - March 2020</i>	<p>Project facilitator (Mixed Farming)</p> <p>Plan and prepare facilitation lessons ,designing facilitator control assessment ,order instructional /learning material and equipment. Monitor learner's performance and attendance. Optimise the training portfolios.</p>
	Department of Agriculture ,Forestry and Fisheries (Manstrat AIS)
<i>February 2018 - January 2019</i>	<p>Animal scientist trainee and admin assistant</p> <p>Animal scientist trainee</p> <p>Conduct research ,collect relevant information on health and production required in developing Extension Suite Online (ESO) as well as AgriSuite Online. Compile report/articles. Assist in the development and maintenance of appropriate databases for the management information Centre (MIC) section of the ESO and AgriSuite. Assist with the quality control of animal production information and data. Updating and using relevant knowledge to assist in keeping ESO and AgriSuite information technically up-to date.</p> <p>Admin assistant</p> <p>Answering and transferring calls using a switchboard, attending visitors, receive and sort daily deliveries or couriers. Schedule, reschedule appointments. Respond to emails and office correspondence. Reporting maintenance issues ,monitor stock and placing office equipment and stationery. Perform data entry and filing activities ,assist in resolving client's issues and complaint, arranging/booking accommodations ,flights and car rentals for managers.</p>
	Leruo Kematka Training and Enterprise Development
<i>October 2016 - January 2018</i>	<p>Administrator and assistant facilitator</p> <p>Compiling learners study guides, question papers and memorandums, enrolling</p>

learners with AgriSETA ,reports writting and submission. Drafting invoices ,
arranging meetings for directors,arrange courier service, answering and
directing calls.

Photo primary school

*January 2014 -
December 2014*

Volunteer teacher

Worked as mathematics, natural science and life skills volunteer educator in
grade five and six.

Education

2007

Rebone secondary school

Matric

2013

University of Limpopo

Bachelor of science in Agriculture

2020

University of South Africa

Post Graduate Certificate in Education

Skills

Good communication Attention to detail Computer literate (microsoft soft,excel,power point
,publisher) Good time management Managing multiple priorities

Certificates Certificate for Nguni information course Certificate for experimental training Certificate of
service

Reference

Mr Ntshong T - "DALRRD"

Deputy Director Land Development Support (Supervisor)

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Mr Nkosi B - "Mpumalanga Regional Training Trust "

CRDP project manager

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Mrs Collen van Rensburg - "Manstrat AIS"

Supervisor

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060 9968 200

Mrs Sebake M - "Lerou Kematla Training and Enterprise Development "

Senior facilitator

071 4054 648

Mr Mahubane - "Photo primary school "

School Principal

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