


MS. AAMINA MUNEEB KHATIB

11 Saint Huberts Avenue, Crosby , 2092

079 258 9559/ aaminakhatib@gmail.com

 <https://www.linkedin.com/in/aamina-khatib>


CAREER OBJECTIVE

I have studied a Bachelor of Science in Software Engineering and I hope to be accepted to complete a graduate training program which can prepare me for industry by equipping me with the particular skills and knowledge of standardized practice which I am likely to require on my path to success in this fast-paced industry.

ACHIEVEMENTS

- Part of Team Byte-Me! who qualified for and won the First Prize for the 31st Annual Projects Day held by the Academy of Computer Science and Software Engineering, University of Johannesburg (2017)
 - Overall Top Achieving Female Student in Third Year in the Academy of Computer Science and Software Engineering, University of Johannesburg (2017)
 - Recognition of Exceptional Achievement: Among the Top Achievers for Informatics, University of Johannesburg (2017)
 - Recognition of Exceptional Achievement: Among the Top Achievers for Informatics in Semester One, University of Johannesburg (2016)
 - Among the Top Achievers in the Faculty of Science across all levels of study and degrees that are classified as a Bachelor of Science, University of Johannesburg (2015)
 - Among the First Year Top Achievers across all first year degrees across all four campuses, University of Johannesburg (2015)
 - Invited to be a Standard Bank Actuationist based on academic merit, University of Johannesburg (2015)
 - Honours Award: Academic; Academic Colours merit for achieving an average above 80% for four years, Metropolitan RAUCALL (2014)
 - 75%+ Average Achieved for School Based Assessment, Metropolitan RAUCALL (2014)
 - Harmony South African Mathematics Olympiad Round Two in association with SAICA, Metropolitan RAUCALL (2014)
 - Academic scroll for 80+ aggregate year-end score, Metropolitan RAUCALL (2013)
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EDUCATION

Currently completing an Honours degree in Software Engineering (Bsc Hons IT), University of Johannesburg (2019)

Received Certificate of Completion for a course in Business Services through the Production Management Institute (PMI) (2018)

Graduated with a Bachelor of Science in Software Engineering (BscIT), majoring in Computer Science and Informatics, University of Johannesburg (2017)

Received National Senior Certificate in 2014, with clearance to study Bachelor's degree, Metropolitan RAUCALL (2014)

English Home Language (A), Afrikaans First Additional Language (A), Mathematics (B), Accounting (B), Science (B), Economics (A), Life Orientation (A), Metropolitan RAUCALL

EMPLOYMENT HISTORY:

April 2019 – Present

Organization:

Skrybe

Position Held:

Transcriber/ Proofreader

Duties:

- Established Skrybe
- Transcription Services
- Proofreading Services

January 2018 – December 2018

Organization:

Fundi Capital Headquarters

Position Held:

Junior Processing Specialist/ Product Intern

Duties:

- Process Mapping
- Procedure Mapping
- Product Ownership: Inception, Planning, Launch, Operation
- Budgeting
- Stakeholder Relationship Management
- Risk Management

November 2017 – Present

Organization:

Carats and Clusters

Position Held:


Co-founder and Web Designer

Duties:

Co-founded this business which caters for high-end custom jewelry design and distribution as well as custom gifting packages

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June 2016 – November 2017

Organization:

Mont Brilliant

Position Held:

Executive Brand Manager

Duties:

Manager of this property development company's digital image and content distribution as well as brand manager
<http://www.montbrilliant.com/>

October 2016 – December 2016

Organization:

Easy A

Position Held:

Tutor

Duties:

Tutoring and homework assistance for primary and high school students in any requested subject at this locally established business

August 2016 - Present

Organization:

iTutor

Position Held:

Tutor

Duties:

Tutoring and homework assistance for primary and high school students in any requested subject

February 2016 – February 2018

Organization:

Muslim Women Magazine

Position Held:

Writer

Duties:

Write articles from a youth and Islamic perspective

Summer 2016

Organization:

Altech Autopage

Position held:

Store manager

Duties:

Sales and assistant to both clients and non-contract holders with Altech

2013

Organization:

Ounce of Gold


Duties:

Assistant in the layout and textual content of the website representation of Ounce of Gold jewellery store located in the Michelangelo Towers

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SOCIETIES

- **The Balloon Foundation** (2018-Present)
Student-founded non-profit charity organisation, focused on uplifting various disadvantaged groups such as orphans and single mothers
 - **“In the Footsteps of the Sahabiyaat” Youth Forum** (2015-2018)
Regular religious meetings, lectures and collaborative/ interactive programs for young Muslim girls as well as organizing and hosting various events to uplift the community and to raise funds for those in crisis
 - **Member of the 2014 Matric Dance Committee and UJMA Photog Club** (2014)
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VOLUNTEER WORK

- **Rohingya Muslim Crises** (2017)
Volunteered for a fundraising event for the Rohingya Muslim Crises in Myanmar
 - **Huguenot Primary School** (2017)
Assisted in the compilation of workbooks for Junior phase students
 - **Maraisburg Orphanage** (2017)
Assisted in the restructuring of the tutor program and currently tutor English, Afrikaans and Mathematics at the orphanage
 - **Water Provision Project** (2015)
Volunteered as part of a team of GMSS members who collected, packed and distributed over 2million liters of water to neighboring provinces and countries during the 2015 water shortage
 - **GMSS Fete** (2015)
Volunteered to assist with the set up and shutting down of the GMSS (Greater Mayfair Safety and Security) fete
 - **Fundraising Gala Dinner for Syria** (2015)
Waitressed for event hosted by That Special Touch Events
 - **Baitul – Ilm Madressah** (2013)
Provided twenty hours community service at this orphanage for Muslim girls.
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REFERENCES:

Name and Surname:	Mthandeni Mbona
Position:	Product Owner at Fundi Capital Headquarters
Contact Number:	083 366 9995
Availability:	Mondays – Saturdays, 14:00 – 18:00
Name and Surname:	Halima Mahomed
Position:	Owner of Thiqa Consulting
Contact Number:	082 888 4417
Availability:	Mondays – Friday, 11:00 – 16:00
Name and Surname:	Sandile Hogana
Position:	Head of Products at Fundi Capital Headquarters
Email :	saydamatic@gmail.com
Availability:	Mondays – Saturdays, 15:00 – 17:00
Name and Surname:	Mohammed Abied Thokan
Position:	Owner of Mont Brilliant
Email :	mathokan@gmail.com
Contact Number:	082 891 8126
Availability:	Mondays – Saturdays, 15:00 – 17:00
Name and Surname:	Jameel Thokan
Position:	Owner: Altech Autopage Fordsburg Pro-Laminates
Email :	thokanjameel@gmail.com
Contact Number:	083 765 1571
Availability:	Mondays – Saturdays, 9:00 – 20:30