Curriculum Vitae: Abdur-Raheem Lee

Current Address: 50 Goodwood Street, Goodwood 7460, Cell number: 081 735 0374,
lee13october@gmail.com

PERSONAL INFORMATION:

Age   : 21
Languages   : English, Afrikaans (Read, write, speak)
Driving Licence : Code 8
Online CV   : https://abdur-raheem-lee.github.io/

TERTIARY EDUCATION: Fortel Institute of Technology

- Completed my Further Education and Training Certificate: Telecommunication Network Operations (NQF Level 4) at FIT (Fortel Institute of Technology)

OTHER QUALIFICATIONS:

- Health Identification and Risk Assessment Course (HIRA) at NOSA (2018)
- First-Aid Level One at St John (2018 - 2020)

SECONDARY EDUCATION: Grade 12 (The Settlers High School)

- Mathematics
- English HL
- Afrikaans HL
- Physical Sciences
- Information Technology
- Music
- Life Orientation

SUMMARY OF SKILLS & QUALIFICATIONS:

- Good communication skills, both verbal and written
- **IT** - I have the knowledge and skill to assist in any IT related job (MS Office, Hardware components, troubleshooting). Ability to function independently and as part of a team
- **Media** - Set-up and operating audio-visual requirements for small events. Ability to perform under pressure and manage or contribute to projects within allocated time
- **Service** - I am a qualified level 3 First Aid and member of school Safety & Fire team
- **Management** - Chairperson of school choir (200 learners)

ACHIEVEMENTS:

- Lion's Shield Award for outstanding Service (2016)
- Prefects of 2015 Leadership Award (2016)
- Honours award for Service to the school (2016)
- Special Merit and Merit Awards for Service to the School Computer Centre and Media Team (2015 – 2016)
- First Team Hockey(Goal keeper) Merit award (2016)
- Choir Chairperson (2016)
- First-Aid Committee Member (2014 – 2016)
- Media Team Member (2013 – 2016)
- Computer Prefect (2016)
- Computer Monitor (2013 – 2015)

EXPERIENCE:

Computer Prefect, Monitor – duties and responsibilities:

- Supervising Computer Monitors.
- Assist students who used the computers in the computer lab and teachers if they had difficulties with their computers.
- Ensure students abide by the rules in the computer lab.
- Installing new software and update existing programs on computers in the computer lab.
- Checking and maintaining the working conditions of all the computers in the computer labs.
- Install Operating System (OS) onto computers and repair computers.
- Electronically recording, issuing and returning of textbooks.

Media Team:

Setting up of all Audio-visual requirements for assembly, special events and productions at school. This includes sound, lighting and laptops for presentations/videos.

REFERENCES:

- Mr. H. Smuts:
  DEPUTY PRINCIPAL
  076 732 7209
  sh@settlers.org.za

- Mr. G. Nieuwoudt:
  IT EDUCATOR
  076 903 0831
  ng@settlers.org.za

- Mrs. B. Kleinsmith:
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  kb@settlers.org.za

- Mr. M. Swartz
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