**CURRICULUM VITAE**

**OF**

**Joel Kenneth Williams**

**59 Discovery Avenue, Maitland Garden Village**

[**joelwilliams742@gmail.com**](mailto:joelwilliams742@gmail.com)

**Contact number: 062 771 3590**

***Personal Details :***

ID Number: 0208115067083   
Gender: Male   
Nationality: South African   
Race: Coloured   
Languages: English and Afrikaans   
Marital Status: Single  
Dependants: None   
Health: Excellent  
Religion: Christian

### *Educational Background :*

Primary School : Pinelands Primary School (2007 - 2015)  
High School : Pinelands High School (2015 - 2020)  
Highest Standard Passed : Matric (Grade 12)

### *Subjects :*

* English
* Engineering Graphics and Design
* Afrikaans
* Computer Application Technology
* Maths
* Physical Science
* LO

### *Achievements & Sports involvement :*

### 2015 – 2016 - Team Captain U13 Soccer (Garden Village AFC)

* 2010 – 2017 Cricket (Pinelands Primary and Pinelands High School)
* 2014 – 2021 Soccer (Garden Village AFC)

***Hobbies and Interests :***

* Drawing
* Rugby
* IT
* Soccer
* Gaming

***Abilities :***Excellent organization skills. Completes tasks effectively and efficiently in order to achieve the desired outcome. Punctual when completing tasks and ensuring they are completed to the best of my ability.   
  
***Work Experience :***

**NMC**   
Responsibilities: Clearing and preparation of files for liquidators  
Duration: 2019  
  
**Zone Fitness**  
Responsibilities: Login and register members  
 Answer telephones to deal with clients/enquiries  
 Meet and greet members at the front desk  
 Assisted with equipment setting up for members  
 Did personal training procedures  
  
Duration: 2019

**Department of Cultural Affairs and Sport (Internal Control)**

Responsibilities: Post Auditing

Scanning of payment batches

Receiving and storing of payment batches

Minutes of meetings

Delivering of payment batches

Duration: 1 April 2022 - 31 March 2023

### *References :*

Mrs Nicole Masuriek - [nicmasuriek@pphs.org.za](mailto:nicmasuriek@pphs.org.za) : Grade Head ,Pinelands High

Mr Van De Westhuizen - [wvanderwesthuizen@phs.org.za](mailto:wvanderwesthuizen@phs.org.za) : Class Tutor

Jodie - 021 685 5588 : Zonefitness Interviewer