*I am a 21 year-old BA (English Literature and Psychology) graduate from the University of the Western Cape and an avid reader and writer whose interests are manifold. I currently work as a Trainee Business Analyst for Old Mutual and am completing a postgraduate diploma in management information systems specializing in business and systems analysis at the University of Cape Town part-time. I have experience in business analysis, media writing and research. My career objectives are to find employment in fields related to media, publishing, consulting, research, teaching, analysis and gender-related fields.*

**Curriculum Vitae of Ashraf Booley** 03 Sunningdale Drive, Sunningdale, Milnerton, 7441

Mobile: +27 837211 534

Office: +27 21509 4763

Email: booley.ash@gmail.com

**Personal Profile**

Full Name: Ashraf Booley

Sex: Male

Identity Number: 9103305132089

Languages: English and Afrikaans (Fluent – read, write, speak)

##### **Education**

Tertiary Institution: University of Cape Town, 2012

Current course: Postgraduate Diploma in Management Information Systems specializing in Business Analysis and Systems Analysis (1 year part-time)

Tertiary Institution: University of the Western Cape, 2009-2011

Degree obtained: Bachelor of Arts degree (3 years full-time)

Majors: English literature and Psychology

Secondary School: Atlantis Secondary School

Matriculation: National Senior Certificate, 2008

##### **Employment History**

Company: Old Mutual, Pinelands

Position: Trainee Business Analyst, Information Technology, Contract

Duration : January 2012 – present

Duties performed:

* Systems documentation
* Translating technical specifications into understandable business language
* Modeling business processes and process flows
* Translating user and business requirements into an understandable and usable format
* Research and assessment of new technologies and innovations to optimise business performance and functionality

Company: The Foschini Group, Parow

Position: Credit Advisor, Financial Services, Permanent Part-Time

Duration: November 2010 – March 2011

Duties performed :

* Telephonic liaison with customers regarding outstanding debt
* Advising and calculating realistic repayments for particularly high-arrears accounts
* Negotiating payment arrangements
* Telephonically updating and capturing customer details
* Ensuring achievement of both daily and monthly collections and quality assurance targets

Company: Amanzi Blue Event Solutions, Rylands

Position: General Staff Member

Duration: June 2009 – September 2010

Duties performed:

* Registration, administration and welcoming at medical conferences and psychiatry meetings
* Ushering and checking validity of tickets at different events, mainly at the Grand Arena, Grand West
* General assistance and events coordination at a Fashion Show
* General directory and information tables at the Cape Town International Convention Centre such as the Cape Town Book Fair and events held at various hotels in Cape Town

**Achievements and Awards**

Prestigious Membership: Golden Key International Honour Society as per top 15% of students at the University of the Western Cape (2010)

Second Place: Life Orientation (2007 and 2008)

Third Place: Computer Applications Technology (2007)

Eskom National Science Expo Regional Finals: Participation in the categories Health Care (2006) and Plant Sciences (2007)

##### **Publications**

Poem published in This is My Land poetry and prose anthology compiled by Meg vanderMerwe, Antjie Krog and Sindiwe Magona as part of the UWC Creates Programme. Franschoek Press (2012).

Poem and short story published in The Short Story is Dead, Long Live the Short Story, a digital anthology edited by Duduzile Mabaso for Short Story Day Africa.

Editorials and articles published in Imbewu, a newsletter of the Gender Equity Unit at the University of the Western Cape (2011).

**Poetry Readings**

Cape Town Book Fair (2012)

Gender Equity Unit’s event for the International Day Against Homophobia, UWC (2012)

Theorizing Experience, Subjectivity and Narrative in Studies of Gender and Islam, a conference held at the University of Cape Town, as part of the “Writing Worlds: Poetry, Prose and Experience” panel with Gabeba Baderoon (2011)

**Conferences**

The Inner Circle’s International Conference for the Empowerment of Women, Grabouw (2011)

Theorizing Experience, Subjectivity and Narrative in Studies of Gender and Islam conference (2011)

##### **Computer Proficiency**

Microsoft Office 2010: Word, Excel, PowerPoint, Access, Visio

Internet and Email

**Community Service**

Organisation: Gender Equity Unit (NPO), University of the Western Cape

Voluntary Position: Editor (Imbewu Newsletter)

Duration: December 2010 – November 2011

Duties performed:

* writing , editing, advising writers and stimulating discussions around critical writing
* marketing the organisation’s programmes through the newsletter
* creative directing of newsletter’s design
* setting up and running meetings with volunteers

Voluntary Position: Mentor

Duration: June 2010 – December 2010

Duties performed:

* academically assisting (tutoring) mentees ranging from Grades 1-12 from disadvantages communities in particularly learning areas where difficulties were experienced
* socially interacting with mentees, acting as a role model and friend, guidance and support and involving them in mentally stimulating activities

**Referees**

1. Shabnem Parker, IT Resource Manager, Old Mutual

Contact details: +27 21504 7297 or +27 79877 5070

1. Angelo Fortuin, Programmes Coordinator, Gender Equity Unit, University of the Western Cape

Contact details: +27 84517 5797

1. Meg vandermerwe, English III Lecturer and Tutor, University of the Western Cape

Contact details: +27 83500 0478

1. Jaco Volschenk, Staff Manager, Amanzi Blue Event Solutions

Contact details: + 27 71677 4032