

## TO WHOM IT MAY CONCERN

With an interest to better prospects, income & future I am determined to use my experience to take on new challenges. It is in this zeal that I forward my curriculum vitae to your company.

I am a committed person and hardworking at setting sight for a successful future. As my references may refer, I have proven myself to be an honest and pleasant individual.

I am eager in using opportunities to improve my experience and knowledge. I am looking for a rewarding new position, where my skills, knowledge and expertise gained throughout experience to date can be applied and where I can further develop & achieve professionally.

Relating to previous exposure I can confidently say that I show no reluctance in communicating with neither clients nor fellow colleagues.

It is important to me to give my utmost best to contribute to a business equally as your company may contribute to me.

Please consider my application and grant me the opportunity to prove myself.

Thank you

*BilqeesJabaar* ..... DATE

# **Curriculum Vitae of BILQEES JABAAR**

## **PERSONAL DATA**

Address : 19 Boat Road Zeekoevlei  
7941

Contact Cell : 084 472 3874 / 084 038 5507

Email : bilqeesjabaar1206@gmail.com

## **PERSONAL INTEREST**

Interest : Reading, Social Networking,  
digital media and creation.  
Language and communication

## **ACQUIRED SKILLS**

- Computer literacy (MS Word, MS Excel, Ms PowerPoint)
- Excellent interpersonal skills
- Excellent organizational skills
- Proficient client communicating skills
- Excellent team player
- Inbound and outbound calling
- Social media content creation
- Digital marketing
- Cava
- Photo and video editing

## **EDUCATION HISTORY**

### **Higher Education**

#### **And Training**

Name of Institution : University of The Western Cape Course : BA degree majoring  
in Linguistics, psychology and anthropology (2021)

: BA honours degree in linguistics (2022)

### **Secondary Education**

Last School Attended : PELICAN PARK HIGH SCHOOL Highest

Standard Passed : Matric (Bachelors Pass)

Year : 2017

## **WORK EXPERIENCE**

1. Cotton On –Sales Assistant (November, December 2017 & January 2018)

- Merchandising
- Merchandising
- Stock taking
- Visualizing

2. Sigma – customer service advisor for Eon Next ( Energy specialist) – November

2021 – March 2022

- Outbound calls
- Inbound calls
- Customer service
- Accounts management

3. UWC first year tutor – 2022 academic year

- Language and communications
- Functional grammar
- Critical media
- linguistics

4. UWC Media, marketing and communication Intern – 2022

- Social media coordination
- Instagram, Facebook, Twitter content production

5. Cape Union Mart International -Graduate program- 2023

- Social media coordination
- Email marketing
- Content production and deployment- Instagram/Facebook/Tiktok
  - Tiktok content creation and deployment / community management
- Social Places – managing new/current store listing on Google
  - Processing invoices, via SAGE and tracking the process/ sending off to finance.

- Content coordination for new brand 'Last Chance' -
  1. creating content
  2. Maintaining and updating content calendar/ integrated calendar
  3. Content deployment
  4. Building emailers/ deploying emails via salesforce marketing cloud

## **REFERENCE**

Name of Person : Melissa

Relation : Store Manager @ Cotton On (Access Park) Contact Number : 021 683 5885

Name of Person : Aziza Jabaar

Relation : founder of brand @azizajabaar Contact Number : 082 525 3781

Name : Siphesihle Zotwa

Relation : previous manager at Sigma

Contact info : 0660463795

Name: Nashira Davids

Relation - manager at UWC media office

Contact info - 0724132749

Name: Hannah Neil

Relation - digital marketing manager at CUMI Head office Contact info

0723861383

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