

Curriculum Vitae
of
Ms Zainub Juma



I am a people's person and have strong interpersonal and communicational skills. I am good at assigning tasks and work well under pressure to meet all deadlines. I am hard working, committed, always on time, and enjoy every challenge that comes my way. I can adjust to any working environment and enjoy working in teams.

Personal Information:

Postal Address: 20 Avey Road

Epping Forrest

Elsies River, 7490

Contact Details: 081 478 5387

zainubjuma1@gmail.com

Gender: Female

ID Number: 0210100214084

Marital status: Single

Health: Excellent

Language: English, Afrikaans

Interest: Music, reading, movies, spending time with my family.

Academic History

- Matriculated at Elsies River High School - 2020
- Network Certificate - 2021
- IC3 Digital Literacy Certificate - 2021
- CompTIA+ Certificate - 2021

Skills

I am good at assisting people in their request and I easily adapt to any tasks that is handed out to me.

Computer Literacy:

- Microsoft Word
- Microsoft Excel (Basic Knowledge)
- Microsoft Power Point
- Internet Explorer

Work Experience

Volunteering work:

- Melomed Hospital Belville - Care work - 2018
- Cure Day Hospital Bellville – Administration - 2020
- Batista (Social Welfare) – Social work assistant -2017

Reference

Sr Victoria Christopher (Matron Bellville Melomed) +27 83 279 4790

Sr Ezzete van Brakkel (Matron Cure Clinic) +27 82 877 8667

Rukiyah Juma – +27 78 248 8640