

CURRICULUM

OF

BALUNGILE JAFTA

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PERSONAL DATA

Surname : Jafta
First name : Balungile Caroline
Identity number :940413 0539 08 8
Gender : Female
Marital Status : Single
Driver's license : None
Nationality : South Africa
Languages : English ,IsiXhosa
Health : Good

PROFESSIONAL SKILLS

- Problem- solver
- Pressure handling skill
- Leadership skills
- Good communication (verbal, written & listening)
- Time management
- Computer skills (MS programme,outlook)

COMMENTS

I offer a prospective employer the following personal qualities

- Patient
- Objectiveness
- Persistent
- Proactive
- Professional
- Hard worker

EDUCATIONAL QUALIFICATIONS

Last School attended :Leap science and math school
Highest grade passed :Matric
Year :2011

Institution :Cape Peninsula University of Technology(CPUT)
Qualification :ND Sport Management Sciences
Year :2019

Institution :Cape Peninsula University of Technology
Qualification :First Aid Level 4
Year :2020

EMPLOYEMENT HISTORY

Date : 20 February 2023- 31 July 2023
Company : MacDonald's MSA
Type of Company : Restaurant
Position : Kitchen Assistant

- Maintaining cleanliness in every workstation.
- Organizing, cleaning and storing utensils in their proper place.
- Assisting cooks with meal preparation and other duties as requested
- Cashier and Prepare storage and counting waste

Date : 26 May 2022 – 03 December 2022
Company : ABSA
Type of Company : Financial Service
Position : Product Design Thinking Intern
Duties :

- develop a strong understanding of the Design Process and how it can be applied in a variety of business settings
- learn to research and understand the unique needs of a company around specific challenges
- learn to build empathy for target audiences from different “cultures”
- learn how to create physical prototypes / a visual representation of an idea
- develop professional communication skills such as interviewing and crafting professional emails

Date : 26 July 2021 – 15 March 2022
Company : EXL
Type of Company : EXL Company
Position : Back Office Data Verification
Duties :

- Perform Marketing Research
- Perform basic admin duties including typing , sending emails , verifying Customers Data
- Assisting and coordinating Team Sales and Reach Targets
- Assisting with inventory Control

Dates : 14 December 2020 – 23 April 2021
Company : Siyabulela Primary School

Type of Company : Public School
Position : Administrative Clerk
Duties and Responsibility :

- Perform clerical activities of the school to support Principal , Teachers and administrative staff
- Receive and answer phone calls in a professional manner
- Greet clients in a professional manner
- Knowledge of modern office equipment
- Filing , clean database , entering data entry
- CEMIS knowledge and online applications

Dates : 01 January 2020 – 11 December 2020
Company : Siyabulela Primary School
Type of Company : Public school
Position : Teacher Assistant
Duties and Responsibility :

- Support the curriculum, instruction, supervision and classroom management
- Learn school policies and procedures
- Deal with student behavior
- Maintain ethics and professionalism
- Maintain a well-organized, safe and attractive classroom environment conducive to optimal growth and development of children
- Participate in staff meetings, Centre activities and staff development
- Responsible for Assisting Centre Director and teacher in implementing parent involvement activities
- Perform other duties as required and assigned

Date : 15 March 2018 - 22 November 2018
Company : Siyabulela Primary school
Type of Company : Public School
Position : Sport Coordinator Volunteer
Duties and Responsibility :

- Taking care of all games and sport items or equipments
- Maintaining of proper sports stock register
- Create, organize, and supervise seasonal youth league programs; recruit players ; officiate games, coordinate banquets, order equipment and uniforms; schedule games/practices as needed, etc
- Evaluate available recreation/sports opportunities for school-age youth and conceive, develop, and implement new leagues and or classes to fill gaps
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs

- Create daily fitness challenge
- Able to receive and delegate tasks to recreation groups and volunteer help
- Ability to prepare written reports.
- Able to organize and prioritize workload.
- Assist in the development and monitoring of the Sports and Recreation school program budget

Date	: 26 November 2013 – 17 August 2017
Company	: Wool Worths Montague Gardens
Type of Company	: Food Distribution Warehouse
Position	: Picking Auditor, Stock Receiver
Duties	: <ul style="list-style-type: none"> • Take orders from customers or companies regarding needed product items • Take orders from customers or companies regarding needed product items • Load and unload shipments and place shipments on racking systems • Ensure a clean working area at all times • Perform maintenance of assembly tracks and forklifts on a periodic basis • Comparing purchase orders with invoices and packaging lists • Receiving and signing for deliveries • Updating inventory with received items

REFERENCES

Name of Reference : Mr M. Marwanqa
Position :Deputy Principal
Company :Siyabulela Primary school
Contact number : 021 694 2718 / 072 902 3815

Name of Reference : Mrs N. Nxiwa
Position : Admin Clerk
Company : Siyabulela Primary school
Contact number : 021 694 2718 / 073 832 0014

Name of Reference : Mr HR Bosman
Position : Internal Manager
Company : Wool Worths
Contact number : 021 551 2412 / 084 359 2114