

Resumes

Of

Management

Resume of Mogamat Amien Jack

Personal Information

Surname : Jack
First Names : Mogamat Amien
ID. No. : 5208245170083
Gender : Male
Nationality : South African
Address : 51 Fifth Avenue, Portlands, Mitchell's Plain, 7785
Tel. / Cell No. : 0213922030 / 0783472771
Language : English & Afrikaans
Dependants : One
Religion : Muslim
Drivers License : Code 14 / EC

Academic Qualification

School Attended : Belgravia High
Highest Grade Passed : Matric
Year Completed : 1970

Profile

A logic thinker with good interpersonal skills, able to contribute a world of experience but always willing to adapt and learn new techniques and achieve positive results. Strengths include efficiency, and able to work under pressure with vast range of experience in the building trade, from formwork to brickwork, carpentry to finish and from site supervision to quantity surveying.

Employment History

Employer : Stark Quarries – Civil Engineering Road works & Storm water drain

Position Held : Leading Hand – Form work Supervisor

Period Employed : 1971 - 1976

Employer : D Glazer & sons

Position Held : Leading Hand – (Structural Formwork)

Period Employed : 1876 - 1978

Employer : Sirius Construction

Position Held : Site Manager – General Foreman

Period Employed : 1979 – 1992

Projects : Victoria Junction, V&A Waterfront
Value – R7.1M

Contact Person : M Z Jack – 0216372836

Employer : Pieter Van Oudtshoorn Construction

Position Held : General Foreman

Period Employed : 1992 - 1998

Projects : High School, Alexander Bay
Value – R4.1M

Contact Person : P Van Oudtshoorn – 0828934816

Employer : Paddy Hall Construction cc

Position Held : General Foreman – Project Manager

Period Employed : 1998 – 2000

Projects : House Bailey, Ruyteplaats. Value – R2.7M
House Haupt, Ruyteplaats. Value – R2.9M

Contact Person : Paddy Hall - 0828255585

Employer : J & K Builders cc
Position Held : Project Co-ordinator – Formwork Advisor
Period Employed : 2000 - 2007
Projects : House Tess Lawry, Hout Bay. Value – R2.5M
Educational Hall Spine High. Value – R4.7M
Upgrade of Cape Town Fish Markets, Revamp of
M/Plain Town Centre Plaza
Contact Person : M M Karriem – 084511722

Employer : Unique Building Projects
Position Held : Project Co-ordinator – Formwork Advisor
Period Employed : 2007 - Date
Projects : Gymnasium UCT
Renovation Upper Campus UCT
OBZ Junction, William Street, Mowbray.
(Five level apartment block)
Contact Person : Ms Z Adams - 0722100238

Resume of Abdull Maalick Colbie

Personal Information

Surname : Colbie
First Names : Abdull Maalick
ID. No. : 691229 5208 086
Gender : Male
Nationality : South African
Address : 17 Grass Street, Bonteheuwel, 7764
Cell No. : 082 960 4290
Language : English & Afrikaans
Dependants : 7 (Seven)
Religion : Muslim
Drivers License : Code 8

Academic Qualification

School Attended : Bonteheuwel High
Highest Grade Passed : Matric
Year Completed : 1987

Tertiary Qualification

Institute : Protea Ville Technical College
Qualifications Obtained : N3 & N4 Electrical
Year Completed : 1988

Institute : Peninsula Technical College
Qualifications Obtained : Mechanics for factory personnel
Year Completed : 1994

Employment History

Employer : Maxmor
Position Held : Machine Mechanic
Period Employed : 1989- 1996

Employer : Lighthouse Electrical
Position Held : Electrical Assistant
Period Employed : 1996-1997

Employer : Mainstream Electrical
Position Held : Electrical Apprentice
Period Employed : 1997-2001
Projects Completed during Apprenticeship : Houses – Summer Greens (Complete Installation)
Mac Rib – Holiday Inn (Complete Installation)
Apartments – Bantry Bay (Complete Installation)
Castle – Electrical Maintenance

Self Employed : 2001-2007

Current Employment

Company : Unique Building Projects
Period : 2007 – Date
Position : Electrician
Duties : Head of Electricians, Site Supervisor, Managing Staff.

Resume Of Zubeidah Adams

PERSONAL DETAILS

SURNAME : ADAMS
FIRST NAMES : ZUBEIDAH
D.O.B : 25/05/1981
NATIONALITY : SOUTH AFRICA
GENDER : FEMALE
I.D NUMBER : 810525013083
DEPENDANTS : TWO
RESIDENTIAL ADDRESS : 47-6TH AVENUE, BELGRAVIA ESTATE, ATHLONE, 7764
HOME LANGUAGE : ENGLISH & AFRIKAANS
SPEAK, READ,WRITE AND UNDERSTAND
CONTACT NUMBERS : (021) 696 8380 / 072 2100 238
CRIMINAL RECORDS : NONE
RELIGION : ISLAM
DRIVERS LICENSE : CODE 8 EC

ACADEMIC QUALIFICATIONS

HIGH SCHOOL ATTENDED : OVAL NORTH SECONDARY
HIGHEST GRADE PASSED : MATRIC
YEAR : 1996
SUBJECTS : ENGLISH, AFRIKAANS, PHYSICAL SCIENCE
ELECTRICAL, TECHNICAL DRAWINGS, MATHEMATICS

TERTIARY EDUCATION

INSTITUTION : ATHLONE TECHNICAL COLLEGE
COURSE : N4 HEAVY CURRENT ELECTRICAL
SUBJECTS : MATHEMATICS, ELECTRICAL THEORY
ELECTRONICS, LOGIC & DIGITAL SYSTEMS

WORK EXPERIENCE

CURRENT EMPLOYER

COMPANY : UNIQUE BUILDING PROJECTS
DATE OF EMPLOYMENT : 2007 TO DATE
POSITION HELD : CEO/MEMBER/ADMINISTRATOR/BOOKKEEPER
DUTIES : INVOICING, QUOTATIONS, BANKING, DATA CAPTURING
VAT RETURNS, EMP SUBMISSIONS, BOOKKEEPING,
HANDLE CLIENT QUERIES, SITE SUPERVISION,
& ALL ADMINISTRATIVE DUTIES
ORDERING MATERIAL, ACCOUNT PAYMENTS

PREVIOUS EMPLOYMENT

COMPANY : HARNEKAR'S ACCOUNTING SERVICES
DATE OF EMPLOYMENT : 2008
POSITION HELD : DATA CAPTURER, JUNIOR BOOKKEEPER
DUTIES : DATA CAPTURING, ANSWERING TELEPHONE, FILING,
LEARNING THE BASICS OF BOOKKEEPING.

COMPANY : UNIQUE ELECTRICAL
DATE OF EMPLOYMENT : 2000-2007
POSITION HELD : ELECTRICAL ASSISTANT, SITE SUPERVISOR,
ADMIN CLERK
DUTIES : SITE LAYOUT, SITE SUPERVISION,
WIRING & CONNECTING ELECTRICITY,
INVOICING, QUOTATIONS, BANKING,
ANSWERING TELEPHONE, HANDLE CLIENT QUERIES
ORDERING MATERIAL, FILING

COMPANY : MARCELL'S FROZEN YOGURT
DATE OF EMPLOYMENT : 1998-1999
POSITION HELD : SHOP ASSISTANT (CASUAL BASIS)
DUTIES : CASHIER, SERVING CUSTOMERS

PERSONAL DEVELOPMENT

I CONSIDER MYSELF TO BE TRUSTWORTHY AND HIGHLY MOTIVATED
TO HAVE A POSITIVE ATTITUDE TOWARDS EVERYTHING I DO
TO ASSESS ,PRIORITISE AND CARRY OUT TASKS AS EFFICIENTLY AS I POSSIBLY CAN
TO LISTEN OBJECTIVELY AND EVALUATE EVERYTHING I DO
HAVE THE WILL TO APPLY ANY KNOWLEDGE GAINED, TO THE BEST OF MY ABILITY
I AM AMBITIOUS AND WILLING TO ACCEPT ANY CHALLENGE TO FURTHER MY CAREER