



Zaakiyah Hajat

CURRICULUM VITAE

PERSONAL INFORMATION

I am Broad minded with a strong focus on learning and new understandings. I Pride myself on achievement, self-actualization and finding opportunities to enhance the growth and expansion of an Organisation .

Gender	Female
Date of Birth	29 July 1987
ID Number	8707290173089
Driver's Licence	Yes, Own Vehicle
Highest Qualification	ND Administration Management
SDF, Facilitators, Moderators & Assessor	Certification
ODETDP	National Diploma

TOP SKILLS

Skill	Rating
<i>Stakeholder Management</i>	Excellent (5 – 10 years)
<i>Project Management</i>	Excellent (5 – 10 years)
<i>Training (Systems and Products)</i>	Excellent (5 – 10 years)
<i>Business Development</i>	Excellent (5 – 10 years)
<i>Facilitating & Presentation</i>	Excellent (5 – 10 years)
<i>Negotiation</i>	Excellent (5 – 10 years)
<i>Administration & Reporting</i>	Excellent (5 – 10 years)
<i>Communication(Verbal & Written)</i>	Excellent (5 – 10 years)
<i>Activator</i>	Excellent (5 – 10 years)



Zaakiyah Jogee

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PROFESSIONAL EXPERIENCE

Title	Year	Company	Duties
Trainer/Corporate Coach	May 2018 – Current	Affinity Health/Affinity Business School	*Facilitating , teaching and transferring of skills to management and employees *Training Induction program *Onboarding new employees *Training products and all ADHOC training for the company *Identifying Development Gaps *Reporting and Metric updates *Providing solutions to training interventions. *Script writing. *Research & Content writing. *Creating and uploading content on LMS. *Monitoring and reporting on completion of stats. *Submitting (ATR/WSP) Reports to various Setas for 10 Companies * Liasoning with service providers for internship/Learnerships *Coaching, mentoring and training agents *Live updates of sales and targets *Conducting Virtual training sessions
Learning and Development Partner	Jul 2016 – April 2018	Fundi Capital	*Office Administration *Securing Funding with Bank Seta for Interns *Providing Reports for BBBEE *Submitting (ATR/WSP) Reports *Facilitating Training for systems and products *Facilitating the Induction program *Onboarding new employees *Signing off external training *Conducting Interviews *Managing Training Budget *Processing employee loans *Mentoring Learners *Recruiting, onboarding and placement of learners for a learnership
Assistant – Processing Engineer	Jan 2016 – Jun 2016	Eduloan (Pty) Ltd	*Mapping of company As Is Processes *Planning and Mapping of “To Be Processes *Completing the Work Instructions document.





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Project Administrator	Aug 2014 – Dec 2015	Eduloan (Pty) Ltd	Launching of new products Reporting, compiling PMO Packs Stakeholder engagement General Project Management General Office Administration Share Point Administrator Share Point Training and Maintenance Project monitoring & reporting
Fund Administrator	Oct 2005 – Jul 2014	Eduloan (Pty) Ltd	Administering funding onto a Smart Card Monthly Reporting Stakeholder Management (Retailers & Merchants) Product Training Loading and administering funds for various Academic Institutions and merchants Team leadership Reporting

ACADEMIC HISTORY

Qualification	Completed	Institution
ODETDP	2022	Chartall Business College
RE05	2020	Moonstone
Facilitator ,Assessor, Moderator	2019	Chartall Business College
Class of Business (Long Term)	2018	Milpark Business School
Skills Development Facilitator Course	2016	<i>Global Prospectus</i>
Master of Ceremonies Course	2015	<i>Ketler Presentations</i>
NQF 4 Project Management	2013	<i>Prior Learning Centre</i>
NQF 4 Generic Management	2012	<i>People Solutions</i>
ND Administrative Management	2011	UNISA



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REFERENCES

Name	Relationship	Contact Details	Company
Neill Lotter	Training Manager	064 206 5918	Affinity Health/ABS Affinity Health/ABS
Anisha Patel	HR Manager Specialist	073 378 5920	Fundi Capital
Elmarie Britz	Project Manager	083 383 4322	Fundi Capital
Toegieda Suliman	GM Product & Sales	082 575 6993	Eduloan
Dr Soraiya Moolla	Chairman	073 592 8654	Lajna An Nisaa



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