

Good day

I would like to submit my Curriculum Vitae to apply for the Intermediate teaching post at your school. I had been in the teaching profession for about 5 years in the intermediate/senior phase teaching various subjects and grades.

To date, my academic qualifications include a Post Graduate Certificate in Education (PGCE) in the intermediate phase completed in 2013. Previously I have completed a BCom Marketing degree in 2010, with my Honors in Bachelors of Commerce in Business Management completed in 2012. I have a major in Business studies(2012) and in Economics(will be completing in 2020)

The last two years, I have spent working in my family fmcg business in retail which has been sold due to a tough economic climate, so I am immediately available. In 2018, my work experience included 3 years consecutively of teaching various grades of Mathematics, at Bedaa Al Mutawa School in the Emirate of Abu Dhabi(UAE), working for the Abu Dhabi Education and Knowledge Council. Prior to that I have worked two years at the Vhallies Park School in Valhalla, South Africa teaching English to grade 5/6 students as well as Natural Science and Social Sciences to various grades in the intermediate phase. I also was involved in various extracurricular activities but with a main focus on Netball.

I am an excellent class manager with strong planning, organizational and administrative skills. A diligent, resourceful, innovative and adaptable teacher who is flexible and will rise to meet the challenges of the diverse teaching environment and promote the philosophy of the organization. Also a good communicator that easily cultivates relationships with learners, parents, teachers and administration.

My goal is to combine my diverse experiences thus far with my abilities allowing me to become a compassionate, enthusiastic, intelligent teacher making a positive contribution to your team and school.

Hope to hear from you soon. If any further information is required please do not hesitate to contact me.

mobile phone no: +27813932308

email: [jcommuni@gmail.com](mailto:jcommuni@gmail.com)

Skype id: live:..cid.adc620c4c78aa101

Kind regards

Zuleika

## CURRICULUM VITAE



### **Personal details:**

Full Names: Zuleika Essa  
Date of Birth: 29/06/1976  
Nationality: South African  
Marital Status: Single  
Dependants: None  
Health: Good

### **Personal Attributes:**

- Diligent, resourceful, innovative and adaptable student centric teacher, dedicated to creating an environment to address all learning abilities and styles.
- Excellent class manager with strong planning, organisational and administrative skills.
- Computer literate – Word, Excel, Power Interactive whiteboard
- Good communicator that easily cultivates relationships with learners, parents, teachers and administration.

### **Tertiary Education**

Institution – University of South Africa

B-Com 2<sup>nd</sup> major Economics 2020 : currently studying 2020

2 Subjects to complete

Post Graduate Certificate In Education (PGCE) 2013

11 modules completed

Honours B-Com Business Management 2011-2012

5 modules completed

B-Com Marketing 2007-2010

32 modules complete

Registered with South African Council of Educators (SACE): 12217191

**Computer literacy:**

- Word,
- Excel
- Power Point
- Photoshop
- Point of sale (POS)

**Additional certificates/workshops you've attended:**

- Discipline and Teacher Protection - Mr D Chetty (Aug 2013)
- Classroom Management and Discipline - Mr D Jackson (Jan 2014)
- New Teacher Induction Workshop - DOE (Feb 2014)
- English Content Workshop - DOE (Mar 2014)
- Netball (Scoring and Coaching) – (Apr 2014)
- Setting Quality CAPS Papers/tasks - DOE (May 2014)
- English curriculum development meetings – quarterly
- Discipline and Teacher Protection - (Sep 2014)
- AGPIS Mapping workshop (Nov 2015)
- New Teacher Induction workshop for Math (Nov 2015)
- Math curriculum development workshops Semesterly (2015-2018)
- McKinley icons workshop for high academic achievers (2017)
- Athletics workshop (Sept 2016)
- SEN workshop (Nov 2017)
- TEFL certificate (June 2020)

**Work Experience:**

**OCT 2018 - 30 MAY 2020**  
**SOUTH AFRICA**

**NIZAMS – DENNEBOOM**  
**Mamelodi, Pretoria, South Africa**

**ASSISTANT TO MANAGER (fmgc)**

- Sales Support
- Promotions/Events (monthly)
- Staff Support (training)
- Purchasing and Merchandising
- Customer Relations Officer

**OCT 2015 - JULY 2018**  
**UNITED ARAB EMIRATES**

**ABU DHABI EDUCATION COUNCIL**  
**Bedaa Al Mutawa, Abu Dhabi, UAE**

**EDUCATOR**

**Subject**

- Grade 5 Math (age 10)
- Grade 6 Math (age 11)
- Grade 7 Math (age 12)
- Grade 8 Math (age 13)

- Grade 9 Math(age 14)
- Prepare lesson plans, teach and class management
- Administration Duties(marking, assessments)
- Intervention Classes Math
- Coordinated Mathletics and Question A Day programs in school
- Assisted in fundraising events as a grade (International day)
- Prepared assembly events presented to school

**JAN 2014 - AUG 2015**  
**SOUTH AFRICA**

**VHALLIES PARK PRIMARY SCHOOL**  
**Valhalla, Pretoria**

**EDUCATOR**

**Subjects**

- Grade 5 English(age 10)
- Grade 6 Social Science(age 11)
- Grade 5 Natural Science and Technology(age 10)
- Grade 4 Social Science(age 9)
- Administration and running of form Class
- Prepare lesson plans, teach and class management
- Administration Duties(marking, assessments)
- Intervention Classes English
- Attendance of departmental and school meetings
- Netball and Long jumps coach
- Assisted in fundraising events as a grade(entrepreneur's day/valentines day)
- Assisted in schools biannual concert

**JUL 2013 - SEP 2013**  
**SOUTH AFRICA**

**LAUDIUM SECONDARY SCHOOL**  
**Laudium, Pretoria**

**STUDENT EDUCATOR**

**Subjects**

- Grade 7 Natural Science and Technology
- Grade 7 and 8 Social Science
- Grade 7 and 8 Business Studies
- Grade 7 Arts and Culture
- Assisted mentor teacher with lesson plan, teaching and class management
- Administration Duties(Marking, assessments)
- Assisted in Science club

**FEB 2013 - APRIL 2013**  
**SOUTH AFRICA**

**BROOKLYN PRIMARY SCHOOL**  
**Brooklyn, Pretoria**

**STUDENT EDUCATOR**

**Subjects**

- Grade 5 Mathematics
- Grade 5 English
- Grade 4 Afrikaans
- Grade 4 Social Science
  
- Assisted mentor teacher with lesson plan, teaching and class management
- Administration Duties(Marking, assessments)
- Intervention Classes in Mathematics and English
- Assisted in soccer coaching
- Assisted in school events(Jacaranda race)

**Hobbies/personal interests:**

Reading  
Travel and architecture  
Baking

**References:**

Ms. Fatima Hazza AlMansouri (Principal)  
Academic vice principles: Ms. Soroya Brown/Mr Chris Marie  
Bedaa Al Mutawa C1 - 3 School  
Bida Al Mutawa  
Al Gharbia, Abu Dhabi  
TEL : +9710281110969/+97128745896 /+971526273724(Mr Marie)

Mrs. Pillay(Principal)  
Vhallies Park Primary School  
72 Bothma Road  
Valhalla, Pretoria, South Africa  
TEL : (012) 6513102

Mr D Chetty(Principal)  
Laudium Secondary School  
19<sup>th</sup> and Jade Street,  
Laudum, Pretoria, South Africa  
TEL : (012) 374 3807

DR Van Heever(Principal)  
Brooklyn Primary School  
279 Murray Street  
Brooklyn, Pretoria, South Africa  
TEL : (012) 460 3238



**UNISA**  
UNIVERSITY OF SOUTH AFRICA

*We certify that*

**ZULEIKA ESSA**

*having complied with the requirements of the Higher Education Act  
and the Institutional Statute, was admitted to the degree of*

**BACHELOR OF COMMERCE**

*in Marketing Management*

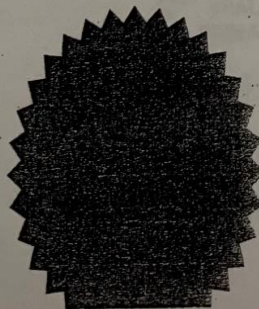
*at a congregation of the University  
on 19 April 2011*

*M. M. M. M.*

Vice-Chancellor

*J. C.*

Executive Dean





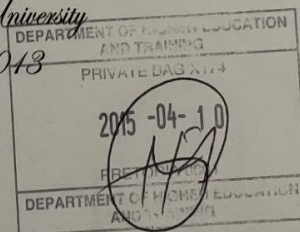
*We certify that*

**ZULEIKA ESSA**

*having complied with the requirements of the Higher Education Act  
and the Institutional Statute, was admitted to the degree of*

**HONOURS BACHELOR OF COMMERCE**  
*in Business Management in Marketing Management*

*at a congregation of the University  
on 30 September 2013*



*M. M. M. M.*

Vice-Chancellor

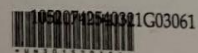
*[Signature]*

University Registrar



*[Signature]*

Executive Dean







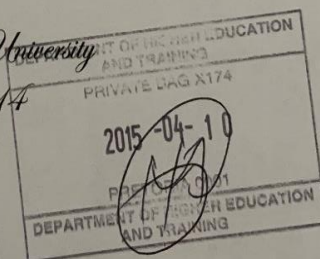
*We certify that*

**ZULEIKA ESSA**

*having complied with the requirements of the Higher Education Act  
and the Institutional Statute, was issued with the*

**POSTGRADUATE CERTIFICATE IN EDUCATION  
(INTERMEDIATE AND SENIOR PHASE)**

*at a congregation of the University  
on 16 May 2014*



*Ms Madhanga*

Vice-Chancellor

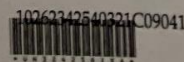
*[Signature]*

University Registrar



*K. D. Dzingirai*

Executive Dean





## CERTIFICATE OF REGISTRATION

This is to certify that

**ZULEIKA ESSA**

is registered with the

**South African Council for Educators**

Educators who are registered with the South African Council for Educators

acknowledge the noble calling of their profession to educate and train the learners of our country,

acknowledge that the attitude, dedication, discipline, ideals, training and conduct of the teaching profession determine the quality of education in this country.

acknowledge, uphold and promote basic human rights, as embodied in the constitution of South Africa,

commit themselves to do all within their power, in the performance of their professional duties, to act in accordance with the ideals of their profession, as expressed in the SACE Code of conduct, and

act in a proper and becoming way such that their behaviour does not bring the teaching profession into disrepute.

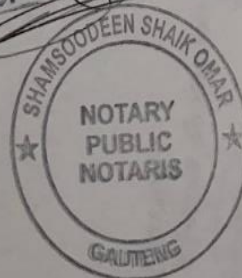
04/04/2014  
Date

Rej Brijraj - Chief Executive Officer

Registration number: 12217191 as on 04/04/2014

Date of first Provisional/Conditional registration on 22/02/2013

CERTIFIED A TRUE COPY  
OF THE ORIGINAL





## Certificate of Recognition



### Bedaa Almutaw`a school

We are pleased to extend our appreciation to you for all the efforts and contributions

With Beda Almutawa School. Best regards.

**MS**  
**Zuleika Essa**

principal ,  
Fatima Hazza Nasser Almansoori



Vice Principal,  
Sara hamoud



## Certificate of Recognition

شهادة تقدير

يسر مدرسة بدع المطاوعة المشتركة أن تقدم هذه الشهادة إلى

Bedaa Al Mutaw`a School is pleased to present this certificate to

**Zuleika Essa**

تقديرًا لجهود التعاون المبدولة خلال العام الدراسي 2015-2016

In recognition of collaborative efforts during the academic year 2015-2016

Principal

Fatima Hazza Al Mansoori



مديرة المدرسة  
فاطمة هزاع المنصوري



# شهادة إنجاز

CERTIFICATE OF ACHIEVEMENT

*Zuleika Essa*

لتشجيع الطلبة على المشاركة المرفقة في برنامج

سؤال لكل يوم  
للفصل الأول 2017



FOR ENCOURAGING A HIGH LEVEL  
OF STUDENT PARTICIPATION IN

QUESTION-A-DAY  
TRIMESTER 1 2017



# CERTIFICATE

IN

TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL)  
TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)

This is to Certify that

**Zuleika Essa**

HAS BEEN AWARDED GRADE

**B**

IN OUR 150 HOUR MASTER TEFL/TESOL COURSE

DATE OF AWARD : 23 June 2020  
DATE OF ISSUE : 23 June 2020  
CERTIFICATE NUMBER : GLT2020023016

  
Harold Bratovich  
Academic Director



Global Language Training, 20-22 Wenlock Road London, N1 7GU, England. Registered in England: No.7854956  
[www.globaltefl.uk.com](http://www.globaltefl.uk.com)





# Vhalliespark Primary School

PO Box 21012  
Valhalla  
0137

72 Bothma Road  
Valhalla  
0185

Tel: 012 651-3102  
Fax: 012 651-6050  
Email: [info@vhalliespark.co.za](mailto:info@vhalliespark.co.za) (Admin)  
[finance@vhalliespark.co.za](mailto:finance@vhalliespark.co.za) (Finance)

20 April 2015

To Whom It May Concern

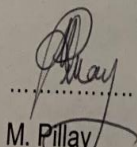
Re : Ms. Z. Essa

Ms. Essa has been employed at the above mentioned school since 2014. She has taught English Home Language to Grade 5 and 6 learners for all four terms. She also taught Social Science (History and Geography) for Grade 6. In 2015, Ms Essa was allocated English for Grade 5, Social Science for Grade 4 and Natural Science for Grade 5.

Ms. Essa has proved to be an exceptional hard worker and diligent teacher. She is meticulous with her work and conscientious with her teaching. This hard work is evident in her learners achieving high academic results. She has been instrumental in the extra-curricular activities at the school which included coaching Under 11 Netball for two years and English Intervention Class. Ms. Essa has shown enthusiasm and dedication by taking the initiative to enquire and learn about the intervention programme.

Ms. Essa is an asset to any institution that wish to employ her and we wish her well from the school.

Yours Sincerely

  
M. Pillay  
Principal

