


ZAINAB

FATIMAH

JAUNNOO

 jaunnootimah@gmail.com

 +23057023488

 Port Louis, Mauritius 11220

SKILLS

MS Office
Innovative/Creative
Teamwork
Effective listening
Excel (Beginner)

EDUCATION
New Pailles Govt School

Loreto College
Port Louis

London College of Accountancy
Performance Management (ongoing)
Financial Management (ongoing)

LANGUAGES

English :

B2

Upper intermediate

French :

B1

Intermediate

HOBBIES AND INTERESTS

- Cooking
- Accounting
- Teaching
- Business
- Learning

PROFESSIONAL SUMMARY

Dedicated and accountable early-career professional with one year of work experience, pursuing a challenging career opportunity. Always enthusiastic to learn, undertake new challenges and develop new skills. I want to join an interactive organization that offers me a constructive workplace and experience for communicating and interacting with people.

WORK HISTORY

Pastries And Delight - Sales Girl

- Recommended complementary purchases to customers, increasing revenue
- Built customer loyalty and retention by delivering excellent shopping experiences
- Collection of ingredients from suppliers
- Quality control and monitoring
- Cashier
- Prepare simple book-keeping

Teakworld Stores - Accounts Clerk

- Managed Hire Purchase documentation and dispatching, ensure collection of revenue (Cim & Rogers)
- Coordinated with showroom teams to track and collect outstanding debts, ensuring prompt customer payments and optimizing cash flow

ACCOMPLISHMENTS

- HSC Pass:
- Main: 1 distinction 2 pass
 - Sub: 1 credit 1 pass

HSC Results:
Maths E, Business A, Accounts D, Sub: French B, General Paper D

- SC Pass
- 1 distinction 7 credits

- SC Results
- Maths C , English B , French A , Economics B , Accounts B , Business B , Additional Mathematics C , French Literature B

IC3 (Mic Office)

ACCA Course
Financial Accounting (F3) - 67% Passed
Business & Technology (F1)- 76% Passed
Management Accounting (F2) - 59% Passed
Corporate and Business Law (F4) - 57% Passed