






# Aqeelah Bismillah

## BACHELOR OF ARTS

-  Helderkruin, Johannesburg
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## PROFILE

Hardworking and highly motivated graduate of BA in politics and public administration degree at NWU with excellent time management and communication skills. Able to both lead and be a team player and find satisfaction in doing the job right the first time. Seeking to apply my skills as an administrative assistant.

## SKILLS

- MICROSOFT: Word, PowerPoint, Excel
- FILE MANAGEMENT:
- Adaptability
- WORK ETHIC: Strong
- ATTENTION TO DETAIL: Thorough in executing tasks
- ORGANISATIONAL SKILLS:
- FILE MANAGEMENT:

## INTERESTS

- Reading;
- Photography;
- Social Media;
- Netball;
- Gym.

## WORK EXPERIENCE

### ADMINISTRATIVE ASSISTANT

*Kaka and Kaka Attorneys*

Dec 2022 - Jan 2023

Assisted with general administrative tasks, resulting in positive impact on the company's overall performance. Provided support to management, resulting in positive impact on the company's overall performance. Demonstrated strong attention to detail, resulting in 25% decrease in administrative errors

### SALES CONSULTANT

Dec 2020 - Jan 2021

*Amod and Sons*

Developed interpersonal skills such as communication, listening, negotiation, and problem-solving.

## EDUCATION

### BACHELOR OF ARTS

2023

*North West University*

- Bachelor of Arts in Politics and Public Administration.

### HIGH SCHOOL

*Azaadville Muslim School*

2019

- National Senior Certificate

## LANGUAGES

- English - Fluent/Native
- Afrikaans - Intermediate

## REFERENCES

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