



CURRICULUM VITAE OF MASEEHA SARDIWALLA

Personal Information

FIRST NAME / SURNAME	Maseeha Sardiwalla
ADDRESS	Ladysmith, KwaZulu Natal, 3370
CELL	083 367 8681
EMAIL	maseehas95@gmail.com
NATIONALITY	South African
DATE OF BIRTH	23/06/1995
I.D. NUMBER	950623 0164 08 6
GENDER	Female

Work Experience

KLIP RIVER ISLAMIC BUTCHERY

DATES	January 2018 - June 2022
POSITION	Admin clerk
RESPONSIBILITIES	Cashing up/ Accounts Book Keeping/ analyses VAT computations
EMPLOYER / ADDRESS	Shop 106, The Plaza, Lyell Street, Ladysmith, 3370
TYPE OF BUSINESS	Butchery
CONTACT	Asif Sardiwalla - 082 707 7861

DENTIST SARDIWALLA

DATES	January 2007 - December 2017
JOB TYPE	Vacation Job
RESPONSIBILITIES	Accounts, reception work, querying of accounts, business calls
EMPLOYER / ADDRESS	The Square Mica Mall, Ladysmith 3370
TYPE OF BUSINESS	Dental Practice
CONTACT	Imtiaz Sardiwalla - 083 578 6515



CURRICULUM VITAE OF MASEEHA SARDIWALLA

Education and Training

DATES	2021
QUALIFICATION AWARDED	SAICA's Access for success in accounting
INSTITUTION	Regent Business School
DATES	2017 - 2019
QUALIFICATION AWARDED	Bachelor of Commerce in Accounting
INSTITUTION	Regent Business School
DATES	2014 - 2016
QUALIFICATION	2 1/2 years Bachelor of Science in Computers
INSTITUTION	UNISA
PRIMARY AND SECONDARY EDUCATIONAL INSTITUTE	Islamic Educational Center 2001 - 2013
OTHER	
LANGUAGE SPOKEN	English
OTHER LANGUAGE(S)	Afrikaans, IsiZulu
SKILLS AND COMPETENCES	<ul style="list-style-type: none">• I am a fairly social and calm person and can make friends quickly. I tend to get along well with people.• I have great organisational skills and prefer working in a logical and orderly fashion. When working, I am completely focused on the task set. I enjoy working with numbers, and hence switching over from a BSc in computers to a BCom in Accounting• With a partial BSc in Computers, I am able to navigate complex programmes and pick up IT Related information quickly. I have experience using accounting software such as IQ Retail, as well as using medical software such as Solumed.
ADDITIONAL INFORMATION	In my spare time, I enjoy reading and outdoor activities as well as a bit of cooking and baking and art projects.

Education and Training

DATES
QUALIFICATION AWARDED
INSTITUTION

TEFL Qualification

2024 Qualifi Level 3 Certificate in Teaching English as a Foreign Language (120 hours) - The TEFL Academy

- Ofqual regulated Level 3 qualification, DEAC approved
- Lesson planning, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, The use of online resources and media in the classroom.



SKILLS AND COMPETENCES



I am a degree educated, and a qualified EFL teacher. I enjoy being creative and am also keen to use this creativity to create stimulating lessons to inspire a class. I work well in a team and can communicate well at all levels and ages. Mature and lively, I have a variety of outside interests and remain committed to improving my teaching skills further and contributing to the success of the school.

With my accounting degree, I have provided tuition to Bachelors degree undergraduate students as well as high school students. I have an excellent understanding on how to communicate effectively and efficiently with people of different ages.

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
SARDIWALLA
Names:
MASEEHA
Sex:
F
Nationality:
RSA
Identity Number:
9506230164086
Date of Birth:
23 JUN 1995
Country of Birth:
RSA
Status:
CITIZEN


Signature: 

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