



# AAKIFAH BANOO

General Administrator/ ECD practitioner

## Contact



+27 83 240 8461



aakifahbanoo@gmail.com



Winchester Hills

## Education

### TERTIARY EDUCATION

#### ● Early Childhood Development (Level 4)

Edu-Build Institute, Villa Liza  
2021

#### ● Early Childhood Development (Level 5)

Edu-Build Institute, Villa Liza  
2022-2023

#### ● TEFL Diploma

I to I TEFL  
2023-2024

#### ● Secondary education

James Madison High School  
2020  
Matric with diploma pass

## Experience

#### ● Administrator

Moorriver Bakery

Mar 2019- Feb 2020

- Delivered exceptional customer service, processing transactions accurately, and addressing inquiries and complaints
- Managed inventory levels through monitoring stock
- Oversaw general administration, including call/email management, staff scheduling,

#### ● Administrator

A Mahomed Optometrist

Mar2020 - Feb 2021

- Capturing of data from various source documents into the computer system.
- Communicating with patients.
- Filing of documents.
- General admin related tasks.



# AAKIFAH BANOOR

General Administrator/ ECD practitioner

## Additional training and certification

- SACE registered (ECD practitioner)
- Criminal clearance certificate
- First Aid level 1 certified

All certification will be available on request

## SKILLS

- Flexibility
- Fast Learner
- Problem Solving
- Adaptability
- Computer Literacy
- Team work
- Phone Etiquette

## Teacher

Raising Stars Childcare

Mar 2021 - Nov 2022

- Develop and implement lesson plans
- Administered assessments, graded assignments
- Collaborated with colleagues, parents, and support staff to ensure student success
- General teacher admin related tasks.

## Administrator

F&M Import and Export services

Dec 2022-Sep 2024

- Capturing of data from various source documents into the computer system.
- creating quotes, invoicing statements and billing.
- Communicating with clients.
- Filing of documents.
- General admin related tasks.

## References

F&M import and export services  
Hawa Rawat (Manager)  
0605253621

Raising Stars Childcare  
kaylee pearman (manager)  
083 557 4864

A Mahomed Optometrist  
A Mahomed (owner)  
(011) 420 1066

Mooiriver bakery  
khalil (manager)  
084 827 6137