

# **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

l to I TEFL 2023-2024

Secondary education

James Madison High School 2020 Matric with diploma pass Dedicated and passionate early childhood development professional with a proven track record of encouraging holistic growth in children. Excellent team player focused on fostering a collaborative environment and leveraging open communication to achieve shared goals. Self-motivated individual adept at adapting to new projects, taking initiative, and efficiently multitasking multiple tasks to meet strict deadlines. Exceptional organizational skills complemented by the ability to thrive in fast-paced, highly organized settings. Committed to creating a nurturing and stimulating environment that fosters social, emotional, and intellectual development in children.

## **Experience**

#### Administrator

Mooiriver 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 BANOO**

### 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