**Curriculum Vitae of Z.Khan**

***PERSONAL DETAILS***

Surname : Khan

First Name : Zaheeda

Contact No : Mobile: 083 981 6814

 Home: 011 854 1463

 Email: zaheedakhan4@gmail.com

Nationality : South African

Home Language : English

# *EDUCATIONAL DETAILS*

High School Attended : Lenasia Muslim School

Standard passed : Grade 12

Year completed : 2000

## *TERTIARY QUALIFICATION*

Institution : The Rand Afrikaans University (2001-2004)

Degree completed : **BA Humanities (Majored in Psychology& Education)**

Year Completed : June 2004

Institution : University of Johannesburg

Qualification : **PGCE – FET phase**

Year Completed : 2011

**SACE Number : 11179420**

Institution : UNISA

Qualification : **BA Honours in Educational**

Year Completed : 2014

**OTHER QUALIFICATIONS**

Institution : **The TEFL Academy**

Courses : Level 5 Diploma - Teaching English as a Foreign

 Language

Institution : Standard Bank

Courses : HR Training – Human Resources Curriculum

 Industrial Relations Training

 People Development Training

 Social Skills Training

**Skills and Competency**

* Punctual
* Respectful
* Like to assist others in a caring way
* Always willing to learn new things and will not waste an opportunity
* Initiative and interested in making a difference to the community
* Supportive and Sensitive to others and surroundings
* Efficient
* Diligent

**CURRENT EMPLOYER** : Nirvana Secondary School

Currently Teaching : Tourism (FET phase)

Subjects taught : Mathematics (Senior Phase)

 Mathematics Literacy (FET Phase)

**EMPLOYMENT HISTORY**

Employer : Al-Aqsa Secondary School

Position in teaching : History and Geography (Senior Phase)

 Tourism (FET Phase)

 Business Studies (FET Phase)

Other subjects taught : English (Senior Phase)

Period : Sep 2020- May 2022

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Employer : Nirvana Secondary School

Position in teaching : English (Senior Phase)

Other subjects taught : Social Science (Senior Phase)

Period : Sep 2014-May 2017

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Employer : Bilal Combined School (Al-Tawheed Foundation)

Position in teaching : Social Science (Intermediate and Senior Phase)

 : English (Intermediate Phase)

Period : Jan 2013 to Aug 2014

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Employer : SAMA School (Mayfair)

Position in teaching : Life Skills (Senior Phase)

 : Life Sciences (Senior Phase)

 : English (Intermediate Phase)

Period : Jan 2012 to Dec 2012

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Employer : Sparrow Foundation School (Melville)

Position : Teacher Assistant for Service Learning Program

Period : March 2011 – Dec 2011

**Previous Employer at Standard Bank Head Office**

Employer : Standard Bank Human Resource Department

Position : HR Consultant

Period : December 2004 – December 2010