## Abdul Ghaliq Mohamed

89 Surrey Street, Goodwood, Cape Town, South Africa 7460

**ID Number:** 940422 5514 087

**Cell:** (+27) 81 272 2085

**Email:** mohamedabdul84@gmail.com

Good Day respected recruitment team

I am sending my application to you, to express my interest in working at your company. I believe that my skill-set, education, work experience and willingness to learn about this industry, makes me a competent candidate for this role.

As an analytical and dynamic individual who has an exceptional track record of exceeding expectations through performance, I believe I would be able to participate and impact considerably to the ongoing operational success of your company. I am also highly organised and extremely passionate about developing my career within the Software/Web Development Industry.

Given the job, I would most certainly love to use this opportunity as a stepping stone to learn more about the industry and as a foundation to grow my personal experience within this line of work.

Thank you for taking the time to review my resume. Should you need anything else, please feel free to contact me at any time as I would gladly provide you with any information you may require.

Humble Regards.

Abdul Ghaliq Mohamed



**Current Position(s)**

* Student at Life Choices Coding Academy

**Curriculum Vitae of Abdul Ghaliq Mohamed**

# Professional Profile

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| --- | --- |
| **Full Name**: | Abdul Ghaliq Mohamed. |
| **ID Number**: | 940422 5514 087 |
| **Address:** | 89 Surrey Street Goodwood. Cape Town, South Africa |

**Contact Number:** (+27) 81 272 2085 – Available at any time.

**Email Address:** mohamedabdul84@gmail.com – Active.

## Age: 24

**Sex:** Male

**Race:** Malay

**Religion :** Muslim

**Languages spoken:** English & Afrikaans

## Married: Yes

## Dependants: Spouse

**License:** Yes, Valid code B

## Willing to work overtime, weekends and during emergencies: Yes

## Smoker: No

## Alcoholic Drinker: No

## Criminal record: No

## Police Clearance: Yes

# Personal Qualities & Abilities.

* Honest, reliable, friendly and trustworthy.
* Punctual
* Always willing to work overtime.
* Take pride in keeping a neat and clean environment.
* Proficient in insuring a healthy & safe environment
* Strong communicator, proactive tutor, understanding and resourceful.
* Influential interpersonal communicator, proficient problem solver and always pride myself providing a service that is well cultivated in order to meet each tasks individual needs.

# Education

## Degrees & Diplomas

* 2012: Grade 12 Bachelor Pass JG Meiring High School
* 2015: Complete memorisation of the holy Quraan
* 2016: 2nd Year Undergraduate BCom General Student at the university of the Western Cape
* 2018: TEFL / TESOL Cambridge University Qualification

## Additional Coursework, Professional Development and Certifications

* 2013: Introduction to SharePoint
* 2014- 2015: Microsoft Excel intro, intermediate & advanced
* 2014: Microsoft PowerPoint intro & intermediate
* 2014: Microsoft Outlook, Word & Project
* 2015: Customer Relation Training (sales)
* 2015: Office Administration Training
* 2015: Property Investor Training completed

# Work Experience

**Assistant Manager :** Tasty A Halaal Takeaways

**Period :** 2016 – 2017 **/** 2019 – current

**Areas of experise :**

* Senior Marketer
* Human Resource Management
* Sales
* Administration
* Customer Service
* Operations Management
* Microsoft Office
* Financial Management
* Supply Chain Maagement
* Technician

**Haafieth Quranic Memorisation teacher (Private)**

**Period: 2016 – 2019**

**Areas of expertise:**

Teaching students the memorisation and how to properly read the holy quraan while improving their pronunciation and tajweed. My methods of teaching includes a well-rounded revision program which thoroughly prepares students for an examination which is personally set up by myself. Each student is taught according to their own personal capacity and ability, while still encouraging them to do their best.

**Senior Marketing / Technicians Clerk: Velocity Cars**

**Period: 2017 - 2018**

**Reason for leaving** : I resigned to look after my father who was ill at the time.

**Areas of expertise:**

* Marketing & promotion of Merchandise
* Customer complaints and queries
* Advertising Management
* Update Reporting
* Management plans & systems
* Affective assistance in Marketing strategies
* Coordinate the management of the programs
* Administrative experience with Time and attendance, day to day work schedules
* Analyzing statistical information
* Corresponding with internal and external stakeholders of the community  Provide administrative services

**Sales and Coordinator : Skylab Solutions**

**Period: 2010 – 2014**

**Reason for leaving :** I resigned due to personal reasons

**Areas of expertise:**

* Perform sales function for walk in & online clients
* Promote and conclude sales of services offered by the company
* Establish relationships with customers and do weekly check-ups
* Respond and communicate consistently to provide the best service
* Compile Reports and update company systems
* Maintaining a good appearance, polite etiquette and good manners at all times
* Maintain and schedule appointments with prospective and current customers
* Being well informed of current news, local events and marketing.

# Reference list

# Previous Employer Reference details

**Company:** Velocity Cars

**Company:** Velocity Cars

**Period:** 2018

**Place of Work**: Canalwalk Head Office

**Reference:** Mr Jainoodien

**Period:** 2018

**Position:** Director

**Position:** Senior Marketing Technicians

**Cell:** 082 776 7059

Clerk

# Previous Employer

**Company:** Tasty A

**Period:** 2016 – 2017 / 2019 - 2020

**Reference:** Aisha Mahomed

**Position:** Manager

**Cell:**+2776720 4202

# Previous Employer Reference details

**Company:** Seasonal Events **Company:** Seasonal Events

**Place of Work:** Canalwalk **Period:** Part time

**Period:** Part time **Reference:** Mr Jaco Nothnaglel

**Position:** Event Supervisor **Position:** Supervisor

**Cell:** 071 955 4793

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