***CURRICULUM***

***VITAE***

***Abdullah Isaacs***

**HOME ADDRESS:** 29 Ricardo Road

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**HOME NUMBER:** (+27) 021-696 1441

**E-MAIL ADDRESS:** Abdullah.isaacs@gmail.com

**PERSONAL DETAILS**

**SURNAME:** Isaacs

**FIRST NAMES:** Abdullah

**DATE OF BIRTH:** 28 December 1995

**SEX:** Male

**MARITAL STATUS:** Single

**DRIVERS LICENCE:** Learners Licence

**NATIONALITY:** South African

**HOME LANGUAGE:** English

**OTHER LANGUAGES:** Afrikaans

**CRIMINAL RECORD:** None

**HEALTH:** Excellent

**EXTRA MURAL ACTIVITIES:** Soccer

***EDUCATIONAL QUALIFICATIONS***

***Secondary Education***

**SCHOOL ATTENDED:**Islamia College

**HIGHEST STANDARD:** Grade 12

***Tertiary Education***

**INSTITUTION:**UWC

**QUALIFICATION:** Bachelor of Administration

**YEARS:** 2015-2018

***Computer Training:***

Intro to BAS

BAS Sundry payments

Word

Excel

***TEFL (teach English abroad)***

**INSTITUTION:** I to I

**QUALIFICATIONS:**  120 hours of TEFL theoretical training

20 hours practical training

**YEAR:** 2019

***EMPLOYMENT***

**Company:** Helen Doron English training center

**Period of employment:** July 2019 – Current

**Current role:** English teacher

**Duties:** Teaching English to local Chinese children. Ages ranging between 2-9 years of age.

Creating course content for new lessons. Material such as flash cards and props for lessons.

Marketing duties. Promotion of the center.

**Company:** Isilumko

**Period of Employment:** December 2016 - 2019

**(part –time whilst studying)**

**Current Role:** Site Supervisor – December 2017 - current

**Duties:**  Visit promotional sites to check:

Have promoters arrived

Have they set up correctly

Are they interacting professionally with the consumer

Take photos of the promoters stands

Submit weekly/monthly feedback reports

**Previous Role** Promoter – Dec 2016 – November 2016

**I**n store sampling and obtain customer feedback

Sales when required

**Company:** Amazon – Retail Department

**Period of Employment: 10 November 2015 – 11 December 2015**

**(part –time whilst studying)**

**Role:** Customer Service Agent

**Company:** Depart of Cultural Affairs and Sport

**Period of Employment: April 2014 – January 2015 (GAP YEAR)**

**Role:** PAY Internship

**Responsibilities:**

* Payment Administration
  + The collection of pay sheets and payslips schedules from SITA on a weekly basis (normal and supplementary runs)
  + The sorting of payments and payslips according to points/paymaster
  + The packing of pay sheets and payslips in envelopes addressed to the various pay points/paymasters
  + The distribution of pay sheets and payslips to the respective pay points/paymasters
  + The delivery (per hand) of the local pay sheets and receiving immediate signatures (in acknowledgement of receipt)
  + The posting of non-local pay sheets and payslips and to the various outside offices
  + The receipt of all signed pay sheets
  + The maintenance of an excel data base with information regarding the distribution and receipt of pay sheets and also those pay sheets not yet returned and
  + The follow-up on all unreturned pay sheets with the relevant paymasters and the update of the database accordingly
* Payment Register
  + Received and sign for all incoming documents related to payments from SCM, sundry payments etc for further processing BAS?LOGIS as well as transactions related to Banking and Salary Administration:
  + Update manual book and online excel spread sheet with all received source documentation; and
  + Hand over all payments received to the Senior Accounts Clerk for actual payment processing
* GG-Costing and reconciliation:
  + Match and reconcile monthly billing of daily tariff and actual kilometres driven by each GG vehicle between the respective databases; and
  + Advance the completed matching and reconciled database to the ASD, Banking and Bookkeepers for further verification and process of costing to the various responsibilities
* Document control
  + The verification of all processed payments/journals with its concerning proof of payment/source documentation after each bas run;
  + The stamping of each processed payment/journal as “paid/processed”
  + The filing of the proof of payment after verification process is completed;
  + The packing of all verified documents and its document control document in a document saver
  + The marking all document savers according to the month and year as well as numeric (according to the associated payment/journal numbers);
  + The delivery of all payments/journals to Internal Control on the 15th of each month; and
  + The handing over of all payments/journals to Internal Control. The checking/verification of all payments/journals against the document control in the presence of an Internal Control Officer as part of handing over procedure – both officials then signs the document control
* Transfer payments:
  + The update of transfer of payment schedule for the 2014/2015 FY with the approved submission amounts;
  + Assisting with loading of sundry payments (with the guidance of the Senior Accounts Clerk) through not approving it online; and
  + Modification of existing information and the addition of new beneficiaries in terms of current approved amounts.
* Banking related activities:
  + Updating Revenue items Spread sheets on Excel
  + Assisting in the performance of bank duty (i.e. depositing funds at the bank);
  + Accompanying the ASD or SSA in officially collecting petty cash funds from the Bank

**Reason for Leaving: Internship ended and studies started**

**Company:** Atfin Consulting

**Period of Employment: September 2013**

**Role:** Filing

**Reason for Leaving: Vacation work only**

**Company:** SANZAF

**Period of Employment: February 2012 – April 2012**

**Role:** Reconciliations of donations

**Reason for Leaving: Temporary only**

**Company:** Street Fever

**Period of Employment: December 2011 – January 2012**

**Role:** Shop Assistant:

Sales and Customer Service

**Reason for Leaving: Vacation work only**

***REFERENCES***

*Anita Allies*

*Senior State Accountant*

*Tel: 082 333 8712*

*Mr. E Harris*

*Grade Head*

*Islamia Boys College*

*Tel: 076 959 4060*

*Nazley Sage*

*Atfin Consulting*

*083 608 5672*