**Curriculum Vitae**

**Of**

**Nasreen Mahatey**

**PERSONAL INFORMATION**

ID Number : 900308 0248 086

Surname : Mahatey

First name(s) : Nasreen

Address : 19 Jooley Road

Rylands

7764

Contact number : 072 575 5755

(021) 638 1373

Date of birth : 08 March 1990

Place of birth : Cape Town

Marital status : Single

Nationality : South African

Health : Excellent

Gender : Female

Languages : English Afrikaans

Email : [mahateyn@gmail.com](mailto:mahateyn@gmail.com)

**EDUCATIONAL QUALIFICATIONS**

High School: Islamia College

Matriculated (Senior Certificate with Merit - 2007)

Tertiary Education: University of the Western Cape

Completed under graduate Degree in Bcom (Finance) – 2011

Currently completing Honours in Bcom (Finance)

Major subjects: Finance, Investments and Economics

1st year subjects completed:

Academic Literacy for Commerce

Introduction to Management Accounting

Business Statistics

Principles of Economics

Introduction to Information Systems

Industrial Psychology

Introduction to Business Management

Quantitative Skills for Commerce

2nd year subjects completed:

Micro Economics

Macro Economics

Accounting for Management (Pastel)

Marketing

Finance and Analytical Techniques

Management and Cost Accounting

Labour and Public Sector Economics

Operations Management

Business Finance

3rd year subjects completed (1st semester):

Investment Management

Business Finance

Research and Communication in Business

Economics

**COMPETENCIES**

* Innovative and critical thinker
* Able to take initiative
* Able to build and maintain good relationships
* Confident, honest and loyal
* Attention to detail
* Target driven
* Strong computing (MS Office), written and verbal skills

**ORGANIZATIONAL EXPERIENCE**

2010 – Fund raising for the Cancer Association

1. – Fund raising for the Islamic relief fund

**ACHIEVEMENTS**

* + Achieved an award for Pastel Accounting
  + Participated in The World Knowledge Olympiad
  + Completed Degree in Finance

**WORK EXPERIENCE**

Employer : University of the Western Cape (School of Business

And Finance)

Job title : Tutor for second year Finance students

Period of employment : January 2012 – present

Skills developed : Leadership, Communication and interpersonal skills

Employer : Travel Unlimited (Cape Town)

Job title : General administrator and consultant

Duties : Administration, data capturing, banking and

consultancy

Period of employment : January 2008 – December 2008

Skills developed : Monetary, computing and interpersonal skills

Employer : Pharmacross - Kenilworth (Cape Town)

Job title : Customer assistant and administration

Duties : Sales and general admin

Period of employment : June 2010 – July 2010

Skills developed : Consumer relationship skills

**REFERENCES**

Mr A Heish Head of School of Business and Finance

University of the Western Cape

aheish@uwc.ac.za

Mr Z Mowzer Branch Manager

Travel Unlimited Athlone

(021) 699 1153

Mr H Parker Branch Manager

Pharmacross Kenilworth

(021) 670 7662