

CURRICULLUM VITAE OF MUHAMMAD MOOLA



PERSONAL INFORMATION

Name and Surname Muhammad Moola
Contact Number/s Cell: 082 803 7786
Tel: 011 854 7356
Email Address muhammadmoola69@gmail.com
Nationality South African
Identity No. 951106 5071 08 3
Race Indian
Marital Status Married
Dependents None
Gender Male
Place of Residence 39 Nyala Avenue, Extension 5 Lenasia
Languages English and Afrikaans

SECONDARY EDUCATION

School Al-Aqsa Secondary School
Highest Grade Passed National Senior Certificate
Subjects English, Afrikaans, Mathematics, Accounting, Business economics, Life Orientation, Biology

TERTIARY EDUCATION

School	UNISA (2018 – Current)
	Bachelor of Education (Current)
	Bed Senior and FET Teaching Phase (Current)
Completed 2019	TEFL Course

COMPUTER KNOWLEDGE

- Microsoft Excel
- Microsoft Word
- Installing and configuring windows server
- Designing and implementing a server infrastructure
- Administering windows server

muhammadmoola69@gmail.com

CURRENT EMPLOYMENT

Name of Company	FERHANA JADA ATTORNEYS
Position	Office secretary / PA to Director/Accounts clerk
Duties	All office duties, switch board, screening calls, diary management, Handling petty cash & recons, Supervising drivers, bank deposits Ordering goods and all office admin, coordinating functions, managing books and accounts.
Period	December '13 To December '19
Contact Person	Ferhana Jada
Telephone No.	(011) 852-4809

CAREER OBJECTIVE:

I am an enthusiastic, keen, hardworking individual who has a thirst for knowledge. My objective is to pursue a career in Teaching. In order for me to obtain my goal, I will go the extra mile to contribute towards the success for any organization that I work for.