

SHARAZAAD HOOSAIN

19 Ruben avenue Newclare ,Gauteng
(0671536552) sharazaadh99@gmail.com

Professional Summary

Detail-oriented and organized Administrative Assistant with four years of experience supporting office operations and enhancing team efficiency.

Proven track record in managing schedules, coordinating meetings, and handling correspondence while maintaining a high level of professionalism. Recently completed a one-year course in Information Technology, gaining valuable technical skills in software applications and data management. Currently pursuing further education at UNISA, focusing on expanding knowledge and expertise in the Education field. Strong communicator with a proactive approach to problemsolving and a dedication to supporting organizational goals.

Key Skills

- Technical Proficiency Microsoft Office Suite - Cloud based tools - SASAMS • Office Management
- General office admin – Switchboard
- Networking Basics
- Customer Support
- Organizational Skills
- Communication Skills
- Attention to Detail

Qualifications

- National Senior Certificate NQF Level 4
- MICT SETA National Certificate – Further Education and Training Certificate:
INFORMATION TECHNOLOGY : SYSTEM DEVELOPMENT NQF Level 4
4

Professional Experience

- Job Title – Teacher Assistant
- Company – R.W Fick Secondary School
- Dates of employment – July 2025 – November 2025
- **Reference** – Nomsa +27659534942

Professional Experience

- Job Title - Data Capturer
- Company – Advtech - Vega School
- Dates of employment (January – March 2025)
- • **Reference** - Micaela Seeralan 011 784 6939

Professional Experience

- Job title – Office Admin Assistant
- Company – Westbury Secondary School
- Dates of employment – 01 February 2021- 31 July 2024
- **Reference – Mirian Muller 0728086916**

Education

- Matric – Westbury Secondary School Completed in 2019
- **Reference: Shaheda Titus 073 487 6021**

- FETC: NQF 4 I.T Systems Development
- Sparrow F.E.T College Completed in 2023
- **Reference – Kabelo 011 673 4410/072 552 8946**