



Amirah Moolla

WORK EXPERIENCE

December 2020 – Nov 2023

CONTACT INFORMATION

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PERSONAL INFORMATION

Date of Birth: 19 September 1981

Nationality: South African

Languages: English, Afrikaans

Availability: Immediate

Health: Excellent

Driver's License: Code 08

EE Status: Coloured Female

PROFILE

Administrator with over 16 years' experience. I have the ability to prioritise and action requirements based on understanding, efficient at minute-taking, planning, organizing and have the ability to work under pressure. Excellent communication skills as well as interpersonal skills. Also, a team player and innovative.

I believe that experience is the best teacher and by learning from one's failures only makes you stronger and motivates one to strive harder given the chance. Open to criticism as it helps me develop my strengths and improve on my weaknesses.

SOCIAL DEVELOPMENT EPWP - ESP CITY OF JOHANNESBURG

- Data Capturing
- Administration and all general office duties
- Assisting all ESP clients with telephonic renewals as well as walk-in clients
- Participation in field services and door-to-door campaigns
- Assisting with outreach programmes
- Assisting the line manager with Audit findings for the Auditor General
- Signing up of new EPW candidates assisting in signing of contracts
- Creating and preparing the monthly HR activity reports, leave applications as well as attendance registers
- Responsible for all online application excel spreadsheets to be consolidated on a monthly basis
- Consolidating the monthly SSR spreadsheet for statistic reporting
- Updating of the ESP centres operational status on a daily basis
- Assisting with telephonic ESP queries daily as well as managing all incoming calls within the unit
- Assisting with Minutes

January 2010 – June 2017

ACADEMIC & ENROLMENTS OFFICER IIE MONASH SOUTH AFRICA

Organize and oversee Enrolment week twice a year for 600 new students (first semester) and 300 new students (second semester):

- Venue booking equipment hire
- Communicating with internal and external stakeholders to ensure a successful event
- Recruiting and managing student assistance
- Recruiting sponsors for the event

Advising students with regards to Study Abroad programme (incoming and outgoing students):

- Student consultation include course and unit planning
- Financial planning with regard to travel cost and living expenses
- Advice on visa application
- General advice regarding the adjustment to a foreign country
- Reporting on student numbers
- Capturing of student Enrolments including- Course Transfers, intermission request, discontinuations, complementary studies, 5th unit application request
- Co-ordinate administrative function for the Foundation Programme
- Run the foundation Programme BOE reports first and second semester
- Issue offer letters to all foundation students who progress to an Undergraduate Degree

Amirah Moolla

SKILLS

Professional Skills:

- Administration
- Project Management
- Events Management
- Customer Service
- POPI
- SAP

Computer Literacy:

Microsoft Office Suite:

- Word
- Excel
- Outlook
- PowerPoint

ATTRIBUTES

- Adaptable
- Driven
- Innovative
- Proactive
- Analytical

PERSONAL ACHIEVEMENTS

2007 Nominated for a Women's Day award:

Most Outstanding Woman in the Administrative Field (Monash Women's Day)

2012 PVC Excellence Award nomination – Administration category

- Principles of Enrolment: Course completing

- Co-ordinate and manage the Foundation Programme BOE updating and sending out letter to all course completing students

October 2006 – December 2006

ADMINISTRATIVE ASSISTANT IIE MONASH SOUTH AFRICA

Assisting with application processing

- Student queries i.e. Tuition fees enrolment and letters
- Front office assisting
- Updating the relevant student application
- Forms i.e. Refund request application
- Enrolment forms, letters
- Creating and printing staff and student access cards
- Recording all campus tours in a logbook reporting weekly on these tours
- Consulting with all enrolled students ensuring all their requests are processed on time

January 2005 – September 2006

RECEPTIONIST IIE MONASH SOUTH AFRICA

- Answering all university calls and directing them to the relevant person/department
- Welcoming of all visitors
- Recording all incoming and outgoing mail and packages
- Liaising with external courier company for university packages
- Processing of invoices for payment
- Compiling an effective filing system for all university correspondence
- Attending to all basic reception duties and assisting the campus PA upon request

PREVIOUS EXPERIENCE

June 2004 – December 2004

CLIENT SERVICE HELPDESK CLERK NEDBANK

December 2001 – June 2004

HELPDESK ADMIN ASSISTANT AMERICAN EXPRESS

Amirah Moolla

REFERENCES

Available on request

EDUCATION

2000 | Matriculation | Westbury Senior Secondary

CERTIFICATES

2016 | POPI | Media Works

2015 | Customer Service | Monash South Africa Staff Development

2014 | MS Excel 2010 Level 3 | Monash South Africa

2014 | MS Excel 2010 Level 2 | Monash South Africa

2011 | Project Management | Siyanqoba Seminars