

Dr ABDUL MAJEED S. FUNDIE

Academic / Lecturer

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PROFESSIONAL SUMMARY

A dedicated academic professional with over 11 years of experience in higher education, specialising in lecturing, research, and academic administration. Proven expertise in curriculum development, student mentorship, and institutional leadership, having served as a Lecturer, Researcher, and Campus Principal. Strong administrative capabilities complemented by technical proficiency in data analysis using **Excel, NVIVO and SPSS**. Passionate about driving academic excellence and contributing to research that impacts local and international communities.

EDUCATION

PhD in Business Administration

2024

Durban University of Technology

Thesis: The Impact of Capital Formation in Local Communities: A case of Small holder out grower sugarcane project in Dwangwa region, Malawi.

Supervisor/s: Dr Njabulo Khumalo

Master's in Business Administration

2015

Regent Business School

Dissertation: The Challenges Facing Informal traders in the Hilbrow Area of Johannesburg

Supervisor/s: Dr Clever Chisoro

Honours Degree in Business Administration

2016

Regent Business School

Bachelor of Business Administration (BBA)

2010

MANCOSA

Certificate in Islamic Law

2007

University of Kwazulu-Natal (UKZN)

PUBLICATIONS

Abdul Majeed Sadun Fundie, **The Challenges Facing Informal Traders in the Hilbrow area of Johannesburg**, *Arabian Journal of Business and Management*, Kuwait Chapter, Vol.4, no.6 February 2015.

CONFERENCE PRESENTATIONS / INVITES

The East Africa Centre for Research and Innovation in Social Work (CRISOWO) And Its Partner Universities – Speaker / Participant 19-22 /03/2018

The 2018 International Social Work Conference in Kigali

University: University of Rwanda, Kigali Rwanda

TEACHING / ACADEMIC EXPERIENCE

Lecturer / Academic Researcher

2023 - 2024

International College of Business and Management (ICBM) - Malawi

- Delivered business modules through structured lectures and interactive learning.
- Provided academic advising and research guidance to students.
- Facilitated student support services to enhance learning outcomes.
- Designed and developed exam questionnaires aligned with curriculum standards.
- Assessed student performance through grading assignments and exams.

Registrar / Senior Lecturer

2023

International College of Africa (ICA) Malawi

- Supervised and managed all administrative and operational functions of the Registrar's Office.
- Ensured integrity, accuracy, and security of academic records for current and former students.
- Oversaw student registration, enrolment, transfer credits, graduation, and degree certification.
- Maintained course schedules, catalogues, final exams, and classroom allocations for efficiency.
- Managed official transcripts, diplomas, and commencement ceremonies.
- Advised students, faculty, and staff on academic policies and regulations.
- Chaired and participated in committees related to registration, credits, graduation, and appeals.
- Supervised the banner and degree audit systems, ensuring compliance with institutional policies.

Campus Principal

2022 - 2023

International Open University (IOU) - Malawi

- Directed and managed university programmes, overseeing operations and personnel.
- Provided leadership to maintain high service standards and compliance with NCHE policies.
- Ensured successful implementation of academic programmes and university activities.
- Developed and managed campus budgets, ensuring effective resource utilisation.
- Supervised staff, equipment, and finances at the campus level.
- Advised management on process implementation to improve operational efficiency.
- Ensured uniformity in policy interpretation and application across the university.
- Coordinated campus activities to align academic standards with the main campus in Malawi.

Librarian / Student Support

2009 - 2022

MANCOSA

- Provided leadership across multiple libraries in the Gauteng region.
- Managed library resources using the Lib Win Library System.
- Conducted online database training for students and staff.
- Supported research and data collection for undergraduate and postgraduate students.
- Managed library finances, monitoring expenditures and resource allocation.
- Coordinated library strategic planning and project evaluations.

GENERAL WORK EXPERIENCE

Supervisor Support

2024 - Present

South African National Halaal Authority (SANHA)

- Maintains regular communication with Supervisors and Muslim Halaal Monitors across South Africa (weekly calls).
- Receives, checks, and logs Supervisors' reports, resolving issues and ensuring timely and accurate submissions.
- Ensures Supervisors have updated checklists and master lists for facilities, as applicable.
- Manages rosters of Muslim staff at certified establishments, ensuring coverage during all operational hours.
- Coordinates the arrangement of temporary supervisory staff in collaboration with the Head of Department (HoD).
- Prepares and submits debit notes for Roving Supervisors to HR.
- Conducts interviews and prepares new Supervisors for their roles.
- Compiles and maintains leave schedules for temporary supervisory staff, coordinating with HR for leave balance checks.
- Develops and maintains a schedule for Halaal slaughter activities.
- Coordinates Supervisor, Slaughter, and Muslim staff training with the Training & Development Officer.

Project Manager

01/2007 – 12/2008

South End Logistics, South Africa

- Managed logistics and export operations for various products and materials to Zambia.
- Oversaw the end-to-end delivery process, ensuring efficiency and timely completion.
- Coordinated with clearing and forwarding agents for seamless customs clearance.
- Conducted project monitoring and evaluation to assess performance and compliance.
- Prepared and presented comprehensive reports on project status and logistics operations.

Halaal Supervisor

11/2007 – 05/2008

Rainbow Chicken, South Africa

- Supervised Halaal compliance processes with Halaal programme
- Ensured quality assurance in compliance with Halaal certification requirements.
- Collaborated with quality control teams to maintain compliance with regulatory food standards.
- Monitored production processes to uphold strict Halaal and food safety standards.
- Prepared and submitted compliance reports on quality assurance and regulatory adherence.
- Conducted inspections and provided compliance training to staff.

Personal Assistant to CEO

01/2001 – 11/2007

South African National Halaal Authority (SANHA), South Africa

- Provided administrative support, managing schedules, communications, and reports.
- Coordinated meetings and liaised with key stakeholders.
- Maintained organisational records and assisted in administrative planning.

Computer Operator / Welfare Assistant (Social Worker)

South African National Zakah Fund (SANZAF), South Africa

01/2000 – 12/2000

- Managed data entry and computer operations for welfare programmes, ensuring accurate record-keeping.
- Assisted in social work initiatives, providing support to disadvantaged individuals.
- Conducted home visits to assess and address community needs.

HONORS AND AWARDS

Long Service – 10 Years
MANCOSA

2022

SKILLS & ATTRIBUTES

Project Management
Time Management
Teamwork and Collaboration
Problem-Solving
Communication and Interpersonal Skills
Mentoring
Cultural Competence
Decision Making
Leadership
Creative Thinking
Emotional Intelligence / Empathy
Adaptability
Accountability
Good Work Ethic
Reliable
Attention to Detail
Respectful
Willingness to Learn (Upskill / Reskill)
Resilient
Commitment to Excellence

TECHNICAL SKILLS

- Data Analysis (Using Excel)
- SPSS
- Office365

LANGUAGES

- English
- Arabic
- Chichewa
- IsiZulu

REFERENCES

Name: ML Seedat

Title: Head of the Department (HoD)

Institution / Organisation: South African National Halaal Authority (SANHA)

Telephone: +27638181532

Email: sanha-gp@snah.co.za

Name: Mrs. Martha Moyo

Title: Director

Institution / Organisation: Management College of Southern Africa (MANCOSA)

Telephone: +27679205205

Email: Martha.moyo@mancosa.co.za

Name: Mr. Ibrahim Abdul Manaf

Title: Principal

Institution / Organisation: International College of Business Management (ICBM)

Telephone: +265998511771

Email: manaf@webmail.co.za

Name: Mr. Hoosen Essof

Title: Manager

Institution / Organisation: South African National Zakaat Fund (SANZF)

Telephone: +27833136208

Email: hoosen.essof@regent.ac.za

Name: Mr. Muhomed Karodia

Title: Director

Institution / Organisation: Management College of Southern Africa (MANCOSA)

Telephone: +27 829721111

Email: Mahomed.karodia@mancosa.co.za