



Kayla Fourie

✉ fouriekayla04@gmail.com ☎ 0836564157
📍 133 Fordyce road Walmer, 6070 Port Elizabeth/Gqeberha

Education

Matric	Dec 2015
Victoria Park High School, Port Elizabeth/Gqeberha	
English (Home Language)	
Afrikaans (First Additional Language)	
Mathematical Literacy	
Life Orientation	
Computer Application Technology	
Consumer Studies	
Life Sciences	

Certificates

Advanced Care giving course, CPR and First aid	2023
Advanced care giving (Frail and infant care)	
First aid level 1	

Employment

Waitress	Oct 2022 – Present
The Ploughman, Port Elizabeth/Gqeberha	
Meeting, greeting customers and seating customers. Taking orders, serving food and beverages. Ensuring the best possible service is given. Handled cash, received cash and card payments, maintained a float.	
Contact: Debbie 0793338440	
Waitress	Jan 2019 – Feb 2021
San Fernando, Port Elizabeth/Gqeberha	
Meeting, greeting customers and seating customers. Taking orders, serving food and beverages. Ensuring the best possible service is given. Handled cash, received cash and card payments, maintained a float.	
Contact: Greg 0724269584	
Waitress, Bar lady, Slot Attendant	2018 – 2018
The Seafood Lapa, Cape Town	
Meeting, greeting customers and seating customers. Taking orders, serving food and beverages. Ensuring the best possible service is given. Handled cash, received cash and card payments, maintained a float.	
Doing manual payout, cash outs and cash ups	
Sales assistant, Assistant Store Manager, Stylist	Feb 2016 – Mar 2018

Personal details

Date of birth
17 April 1997
Driving licence
In progress
Gender
Female

About Me

I am a friendly, bubbly, and loving individual who strives to succeed in any task or profession assigned to me. I am focused, determined and passionate about everything I do. I would love to be given the opportunity to learn and grow within a company.

Languages

English

Afrikaans

Soft Skills

Problem solver, quick thinker

Great Communication (Written and verbal)

Team work, emotional intelligence

Creativity, attention to detail

Lovisa, Port Elizabeth/Gqeberha

Welcoming and assisting of customers. Styling customers. Processing sales through point of sales (POS). Managing the store , handling payments and cash-ups.

Extremely hardworking,
punctual and responsible

Hard Skills

Computer knowledge
(Microsoft office)

Operating of telephone
(making, taking of calls,
telephone etiquette)

Front counter and customer
service

Management (Daily running
of store)

Hobbies

■ Crafts and painting

■ Sewing

■ Hair, nails and beauty



REPUBLIC OF SOUTH AFRICA
STATEMENT OF RESULTS / STAAT VAN UITSLAE
NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT
 NOVEMBER 2015

KAYLA FOURIE

EXAMINATION NUMBER / EKSAMENNOMMER: 4152210750050
 ID NUMBER / ID NOMMER 9704170178089
 DATE OF BIRTH / GEBOORTEDATUM 19970417
 CENTRE / SENTRUM: (4221075) VICTORIA PARK HIGH SCHOOL

(401) WESTERN EASTERN CAPE DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
ENGHL	English Home Language	59	4
AFRFA	Afrikaans First Additional Language	63	5
MLIT	Mathematical Literacy	54	4
LIFE	Life Orientation	67	5
CATN	Computer Applications Techn.	55	4
CNST	Consumer Studies	55	4
LFSC	Life Sciences	30	2
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX

The candidate qualifies for the National Senior Certificate and has met the minimum requirements for admission to bachelors' degree, diploma or higher certificate study as gazetted for admission to higher education.

ACTING HEAD : EDUCATION
 WAARNEMENENDE HOOF : ONDERWYS

DATE / DATUM 2015/12/30

Achievement level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks % Punte %
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstelike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29



www.survivalcpr.co.za

Certificate Of Completion

ADVANCED CARE GIVER COURSE

Presented to

Kayla Fourie

ID: 9704170178089

Certificate No: 1PEH/23/04

ADVANCED CARE GIVER COURSE including
Law & Ethics, Infant Care, Frail Care, Alzheimers,
Parkinsons, Diabetes, Blood pressure, Heart Attack,
Stroke, HIV, Cancer, Post Surgery Recovery, Palliative Care

168 Community Based Hours

01 March 2023

Date of Completion

Sr Heather Allibone
Care Instructor


Instructor Signature



SURVIVAL

Certificate Of Completion

Presented to

Kayla Fourie

ID: 9704170178089

*In recognition of completion of a 6 hour practical and theoretical CPR ;
and First aid course for infants ; children and adults.*

02/2023

Date of Completion

02/2025

Date of Renewal

Sr Catherine Rodwell

Survival CPR Instructor

RLE 2109/435

Instructor no



TEFL **Universal**

120 Hour Advanced TEFL/TESOL Certificate

Accredited Course Graduate

Kayla Fourie

The bearer of this certificate has completed a course focused on teaching English as a foreign language to non-native learners

Accredited by:



ACCREDITAT

Accreditation of TEFL/TESOL and Training
'Excellence via Competence'

Date of Award: **18/04/2024**

Date of Issue: **18/04/2024**

Certificate Number: **44426**

FRASER STEELE

Education Director