

**TEFL Qualifications**

* **Level 5 Qualification in Teaching English as a Foreign Language (TEFL Academy)**
* **Guided learning hours (168 hours)**
* **10 hours teaching practice**

**Educational History**

Secondary Education

Grade 12 – Swartland High School 2006

**RESULTS**

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| **Secondary School Results** | | |
| Afrikaans 1st Language | Higher Grade | A |
| English 2nd Language | Higher Grade | A |
| Economics | Higher Grade | B |
| Accounting | Higher Grade | C |
| Biology | Higher Grade | D |
| Mathematics | Standard Grade | C |

**TERSIARY EDUCATION**

(BA) Degree Human Resource Management – University of Stellenbosch

**Skills & Competencies Obtained During my Professional Career**

* Working well under pressure;
* Handling and solving conflict;
* Working well individually and as part of a team;
* Professionalism;
* Excellent communication skills;
* Excellent verbal and written competencies in English.

**Professional Work Experience**

**Company:** RSA Agri Brokers (Short-term Insurance Brokers) **1 Oct 2015 - Present**

**Position:** Human Resource Manager

**Location: Malmesbury (Western Cape)**

**Duties:**

* Human Resource Information System (HRIS)
* Benefit Management
* Statutory Reporting
* Training and Development
* Recruitment and Selection
* Organisational Development
* Labour Relations
* Compliance

**Company**: AVIC – International Flight Training Academy **1 Oct 2013 - 30 Sept 2015**

**Position:** **Human Resource Administrator**

**Duties at the company include the following:**

* Human Resource Administration
* Human Resource Information System (HRIS)
* Payroll Administration
* Training and Development
* Recruitment, Selection and Appointment
* Labour Relations

**Company**: K&S Consultants (Human Resource & Labour Consultants) **July 2011 - Sept 2013**

**Position:** Junior Consultant/Recruitment Coordinator

**Duties at the company include the following:**

* Organisational Structuring & Development
* Recruitment and Selection
* Disciplinary Administration
* CCMA (Centre for Conciliation, Mediation and Arbitration) Administration
* Union Administration
* General Human Resource Management Coordination

**References**

References upon request