



# Tamlyn Africa

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a Graduate student of the University of the Western Cape currently working Full-time within the Human Resources department.

I am currently busy completing my Honours degree in Industrial Psychology. My academic studies and work experience have given me a good understanding of working with people in the Human Resources field and an opportunity to consolidate theory and practice. I am a hardworking and motivated individual who is always willing to strive to do my utmost best. I am a reliable, honest, self-confident and self-motivated person. I am a fast learner, who is always willing to improve my knowledge within my respective field.

I have been trained in computer programmes and basic Payroll and HR programmes (SAGE) while being a full-time student. My academic studies combined with a strong interest in assisting fellow employees to achieve their utmost rights within a company as well as satisfying my employer, have prepared me well to serve any company in a Human Resources Environment.

Preferred occupation	<b>HR specialists</b> Management, human resources jobs
	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Cape Town</b> Western Cape

## Contacts and general information about me

Day of birth	1994-09-22 (29 years old)
Gender	Female
Residential location	<b>West Coast</b> Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.12 iki 2017.10</b>
Company name	Prime Projects
Occupation	HR Administrator
What you did at this job position?	<ul style="list-style-type: none"> <li>• Employee information capturing on VIP</li> <li>• Employee information filing</li> <li>• Ensuring well relationships between employee and employer</li> <li>• Employee Welfare</li> <li>• Maintaining all employment records</li> <li>• Drafting Offer letters and employment contracts</li> <li>• Drafting Proof of employment letters</li> <li>• Screening CV's</li> <li>• Conducting Interviews</li> <li>• Reference checks</li> <li>• Drafting Job Descriptions</li> <li>• Issue UI19</li> <li>• Minutes for employee hearings</li> <li>• Dealing with Bargaining Councils (BIBC) &amp; Trade Unions</li> <li>• Registering new employees with the Bargaining Council</li> <li>• Dealing with Compliance orders from the Bargaining Council</li> <li>• Weekly site visits to address any HR related issues</li> </ul>

### Education

Educational period	<b>nuo 2013.01 iki 2015.12</b>
Degree	Degree
Educational institution	University of the Western Cape
Educational qualification	BA - Industrial Psychology
I could work	in Human Resources
Educational period	<b>nuo 2016.01 iki 2017.12</b>
Degree	Honours
Educational institution	University of the Western Cape
Educational qualification	BA - Honours in industrial Psychology

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

### Computer knowledge

- MS Office (Word, PowerPoint, Excel, Outlook),
- Payspace (Payroll & HR Software),
- SAGE (VIP, HR Premier)

### Conferences, seminars

- SAGE Course - VIP Basic Payroll Training
- SAGE Course - Introduction to Payroll Administration
- SAGE Course - Basic Payroll
- SAGE Course - VIP Employment Equity Module Training
- Excel 101
- Excel 202 - Currently in the process of completing

### Recommendations

Contact person	Meghan Poerstamper
Occupation	HR
Company	Prime Projects
Telephone number	0763776655
Email address	meghan@primeprojects.co.za

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-02-00 (12 years)
Salary you wish	16000 R per month
How much do you earn now	13000 R per month