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Curriculum Vitae

**Personal Information**

Date of birth 18 / 09 / 1991

Marriage status Single

**Academic Information**

**University**

**PGCE (Postgraduate Certificate in Education)**

Stellenbosch University

Main Subjects:

Curriculum Studies for Accounting and Mathematical Literacy.

Graduated December 2014

**BComm Investment Management**

Stellenbosch University

Main Subjects:

Investment Management (Various Modules); Financial Management; Financial Accounting

Extra Subjects:

Marketing Management; Logistics; Economics

Graduated December 2013

**High School**

**D.F. Malan High School**

Subjects

Afrikaans Home Language, English First Additional Language, Mathematics, Life Orientation, Physical Sciences, Accounting, Information Technology

Matriculated December 2009

**Extra Activities**

GoldenKey International Honour Society – Stellenbosch Chapter

The GoldenKey society is a society where students that do exceptionally well get rewarded for their hard work. The society also helps with the surrounding community any way possible.

Sub-committee member for 2014

**Work experience – Full time**

**Admin Assistant to Short Term Insurance Broker**

March 2015 – Current

General administration work, including the following:

* Making sure all documentation has been received from clients for new business \ alterations
* Adding new content to existing policies
* Acquiring documents from insurance companies
* Uploading completed documents to the system
* Ensure the insurance companies received all relevant documents
* Handling general queries from clients
* Handling basic claim queries from clients
* Ensure at the end of each month that the correct amount of commission gets paid
* All other administration work

**Work experience – Part time**

**IT School Innovation**

Junior Apprentice IT Technician

January 2016 (during annual holiday)

My job entailed going out to a school where the students use tablets instead of hardcopy textbooks. I needed to ensure that all students and teachers were able to connect to the wi-fi and server, can download the app needed to use the textbooks with, can open and log in to the app and see and open their textbooks. If there were any problems, I needed to sort it out either on the schools server or on their tablets.

**Sanlam**

Tester: (CFD team – Client Facing Documents)

January 2015 – February 2015 (2 months)

Testing of Letters \ Contracts \ Alterations \ Altquotes (basic knowledge of all forms of testing)

Basic knowledge of SQL \ basic database Basic knowledge of capturing of new business

Basic knowledge of testing practices and frameworks

Basic knowledge and understanding of applicable test methods, types and techniques System architectures: Epsilon, SQL

My Main role was the following:

Perform testing of defects raised (Letters) SQL (basic knowledge)

Using specs, variables and stubs to compare output (basic knowledge of variables and stubs) Printing of letters (basic knowledge of different print priorities)

Identify and report test related errors

Provide reporting based upon Test coverage and clearance statistics

Update test matrices and test documentation

Perform new functionality and regression test case execution

**Stellenbosch University – Department Business Management**

Invigilator for semester tests

June 2013 – Jun 2014

My job was to ensure that all students that entered the exam location had their student cards on them, during the tests that anyone didn’t do anything suspicious and make sure that when the tests were handed in that the info on the test corresponds with the details on the student card.

**Seepunt Christmas market**

Cashier (Temporary)

During December Holidays 2013

This was a temporary job at a Christmas market. I was a cashier and helped scanned the products the customer wanted to buy, put it in plastic bags, and make sure they can pay for everything. I was working with random people and sometimes had to work on the floor as well, thus working in group environment.

**Skills**

Microsoft Office Word

Excel

PowerPoint

Publisher

Access (High school level)

High school level and First year level understanding of JAVA programming language (I had IT up to Grade 12 and First year Computer Science at Stellenbosch University)