 Driver’s License |  Own vehicle

**Personal Profile**

I am a Public Relations Graduate from Varsity College Durban North.

I pride myself on being hard worker, dedicated, determined and driven. I consider myself to have excellent organizational skills, interpersonal skills and administrative skills.

During my 4 years working at Varsity College as Academic Assistant I demonstrated effective communication and problem solving skill that help me to embrace virtuous skill to detail. I am able handle multiple projects in a fast-paced within pressured environment.

“I do not try to be better than my contemporaries, or predecessor; I strive to be better than myself” I am a firm believer of best practices and always willing to share information and knowledge. I have outstanding level of communication, I deliver clear concise messages that will yield positive results’. Being loyal, resourceful, are some resources that are combined with my strong working ethics.

I am currently registered with UNISA for Business Communication in Logistics, currently have three module outstanding and have passed Multi Communication in a business.

**Education**

**FIRST AID TRAINING – 2015 TO 2018 LEVEL 1**

**EVENT MANAGEMENT DIPLOMA - VARSITY COLLEGE 2012**

**PROJECT MANAGEMENT CERTIFICATE – VARSITY COLLEGE 2012**

**PUBLIC RELATIONS DIPLOMA –VARSITY COLLEGE 2011**

* **Major: Public Relations**

**MATRIC CERTIFICATE SENIOR PASS | 2004 | STANGER HIGH SCHOOL**

English/ Afrikaans /Mathematics

Home Economics / Drama / Biology /Geography

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**Work Experience**

**VARSITY** COLLEGE | ACADEMIC ASSISTANT | MAY 2010–CURRENT

* Coordinating all lecturer information for the HOD to analyze
* Communicating any logistical changes or operational updates to lecturers and students
* Assisting students with attendance and logistical queries.
* Understanding of customer service
* Assertiveness and dynamism of the work environment
* Overall management of attendance registers, including the monitoring of students attendance.
* Understanding how vital excellent communication and interpersonal skills are.
* Excellent organizational skills and administration

**VARSITY COLLEGE | LIBRARY ASSISTANT | FEBRUARY 2007- DECEMBER 2008**

* Capturing of assignment
* Attending student’s quires.

**VARSITY COLLEGE | REGISTRATION OF STUDENTS** **| 2007-2008**

* Assisting students with Registration forms

**VARSITY COLLEGE | RECEPTIONIST | 2008-2010**

**VARSITY COLLEGE: RECEPTIONIST FOR SCHOOL THE BUSINESS: 2007- APRIL 2010.**

* Normal reception duties ( dealing with quires )
* Booking appointments
* Managing switchboard
* Assisting new students

**First Name of Application CV No:** **1656894**

Whatsapp Mobile: +971504753686



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