**CHERIE**

**HR PRACTITIONER & REGISTERED PSYCHOMETRIST (HPCSA)**

**Contact details:** Cherie-394018@2freemail.com

**D.O.B:** 29/12/1993

**VISA:** UAE spousal visa in progress

**Languages:** English & Afrikaans (Read, Write & Speak)

**Drivers licence:** Own Vehicle - Code 8

**Professional Qualification:** Psychometrist–Independent Practice/Private Practice - PMTS

***Currently residing in Cape Town, South Africa – willing to relocate internationally***

**PERSONAL PROFILE**

I consider myself to be a hardworking individual that tries my utmost best at every given task. I have the ability to work independently and I see the great importance of team work. My experience at University and places of work has exposed me to diverse cultures and mechanisms for effective and efficient communication. I am currently a **Human Resource Practitioner at Takealot.com -** **South Africa’s biggest e-commerce retailer**. I perform all HR generalist duties specifically supporting the Head Office. Additionally, I am a Registered Psychometrist (Independent Practice) with the Health Professions Council of South Africa.

**EDUCATION**

**2017 (June - December):**

B Psych Equivalence Programme: Stellenbosch University (Registered Psychometrist with the Health Professions Council of South Africa).

**2015 - 2015:**

BA Honours Industrial Psychology (University of the Western Cape).

**2012 - 2014:**

BA Degree Linguistics & Industrial Psychology - ***Cum Laude*** (University of the Western Cape).

**2007 – 2011:**

National Senior Certificate **-** Muizenberg High School.

**EXPERIENCE**

**Current HR KPI’s:**

* Talent management (Workforce Planning and Budgeting, Recruitment, On-boarding, Performance Management, Learning and Development & Off-boarding)
* Sound Employee Relations
* Remuneration Management
* Transformation
* Data Management and Reporting
* Employee Support (provide support to Employees on day to day HR related queries)
* HR Learning Culture
* Payroll management
* Business Restructures
* Employment Equity
* Skills Development
* Visa Processing



***CURRICULUM VITAE OF CHERIE***

**Psychometrist:**

* Administering Cognitive Assessments in 12 Schools
* Scoring and Report writing for Psychometric Assessments
* Providing Assessment Feedback to parents/teachers/principals
* Determining learning barriers / specific learning problems through cognitive assessments

**Teaching:**

* Teaching / Tutoring (University of the Western Cape)

**SKILLS**

* Payroll: Axiomatic (Payspace)
* ATS: Greenhouse
* Microsoft Office: Excel, Power Point, Word, Outlook
* VIP Basic Payroll Training (RSA)
* Aviation Licences: Narrow Body Licence, Customer Airline Licence & Wide Body Licence

**WORK HISTORY**

**Position: Human Resource Practitioner** (1 May 2019–Present)

**Position: Human Resource Officer:** (18 June 2018–30 April 2019)

**Objectives:** Fulfilling all HR Generalist duties

**Reason for leaving:** Seeking employment in the United Arab Emirates

**Position: Graduate Trainee Specialising in Human Resources:** (January 2016–January 2018)

**Position: Load Control Agent – Operations** (February 2018–17 June 2018)

**Objectives:** Successfully working in all departments of the organisation.

**Reason for leaving:** Successfully completed the graduate trainee programme, seeking permanent employmentin Human Resources.

**Position: Psychometry Intern:** (June 2017–December 2017)

**Objectives:** Conducting Cognitive Assessments at 10 schools (Primary & Secondary Schools), Scoring and Reportwriting, providing feedback to parents, determining whether learners require additional educational needs.

**Position: B Psych Equivalence Programme**

**Student:** (June 2017–December 2017)

**Objectives:** Completing 720 hours of practical work in order to qualify to complete the Board Examination tobecome a Registered Psychometrist with the Health Professions Council of South Africa.



***CURRICULUM VITAE OF CHERIE***

**Position: Academic Tutor:** (2015)

**Objectives:** Conducting tutorials with students; marking assignments and commencing consulting sessions withstudents.

**Position: Volunteer:** (July 2013)

**Objectives:** Administrative tasks and assistance with recruitment and selection–filing documents and checkingCV’s of potential candidates and checking references.

**Position: Sales Employee:** (November 2012 - December 2013)

**Objectives:** Maintaining a good rapport with customers and obtaining sales as we meet the required targets.

**AWARDS & CERTIFICATES**

**2015**

* Certification for the completion of VIP Basic Payroll training (RSA)
* Cum Laude graduate – obtaining an A aggregate in final year
* Merit Award: Dean’s list for achieving a 76% aggregate

**2014**

* Merit Award: Dean’s list for achieving a 78% aggregate
* Club YOYO certificate: For serving as a field coordinator
* Club yoyo: certificate of completion in recognition of valuable contributions as a leader towards community programs.
* Golden Key Award: Top 15% academic achievers of the University of the Western Cape.



***CURRICULUM VITAE OF CHERIE***