



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	HR specialists Management, human resources jobs
	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1994-09-22 (31 years old)
Gender	Female
Residential location	West Coast Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

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

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Degree
Educational institution	University of the Western Cape
Educational qualification	BA - Industrial Psychology
I could work	in Human Resources
Educational period	nuo 2016.01 iki 2017.12
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 (13 years)
Salary you wish	16000 R per month
How much do you earn now	13000 R per month