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**Nicolize Smit**

**Personal Information:**

**Age :** 44

**Nationality :** South African

**Language :** English,African,German

**Marital Status :** Single

**Date of Birth :** 2 / 10 / 1980

**Objectives**

I am a compassionate and energetic professional with more than 10 years’ experience in childcare.

I am Certified with a First Aid certificate.

I am committed to provide a safe environment in caring and nurturing for children in my Care.

**Educational Background**

Certificate of Higher Education: High School, 1999

Alexander Bay High School - Alexander Bay, Northern Cape

Certificate of Achievement: Computer & Business

Academy of Learning - Windhoek, Namibia

Academy of Leaning

Computer & Business Career College

Certificate of Achievement

Introduction to Windows 98 Level 1 Word 97 for Windows Level 1

**Work Experience**

* Child care & Domestic helper

Cape town South Africa

5pm – 9pm & weekends, school and kindergarten drop off and after care

2023 – till date

* **Administrator & Client Relations Manager**

Rezcare - Fish Hoek, Cape Town, South Africa

2021 - 2023

* **Receptionist / Administrations**

Rawson Property Group, Fish Hoek - Cape Town, South Africa

2019 - 2020

* Childcare & Domestic helper

Cape town South Africa

Infant, baby and childcare also cleaning and cooking

2013 – 2016 (full time)

**Skills**

* Impeccable Reception skills
* General office administration
* Excellent Customer relationship management
* Outstanding customer service
* Communication skills
* High-volume portfolio management
* Leadership Skills
* Service coordination

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