

**CURRICULUM VITAE (CV)**

*MISS Amber-Kaye Africa*

***Date of Birth:*** 27 July 2001

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I am a hardworking, detailed orientated professional with 2+ years in the working environment. I have acquired a particular skill set over this period of time, in terms of dealing with people, protocol, structures and development, ethics and due diligence. My aim is to leverage my skill set and apply it as best as possible within your organization.

**Experience**

**Tutor:**

(2017 - 2022)

**Position:** Grade 8 – Grade 12 Tutor

**Roles:** This role required me to have good organizational skills. I had to make lesson plans and I had to photocopy worksheets and sometimes create my own. I also had to assist numerous children.

**Reference:** Solomon 0619729863

**Child Care:**

(3 - 4 months within 2022)

**Position:** Nanny

**Roles:** Help with personal hygiene. Taking care of the child and make sure that the child and play area, is clean and safe. I was required to prepare meals and feed the child. I had to be well - organized and have great patience.

**Reference:** Rushni 0764999890

**Cash Operations:**

(Fixed Contract)

**Position:** Cash processor

**Roles:** Cash Processing and cash handling. This required me to hold knowledge of the various processes and to understand the SARB regulatory.

**Reference:** SBV 0215054700

**Extra credits:**

**Volunteer** at various Holiday programs

**Reference:** Ashraf 0649325602 & Hayley 0847056664

**Youth Leader** at Evangelical Mission Church

**Reference:** Ashraf 0649325602

**English Olympiad participant in 2019**

**Reference:** Claremont high admin@claremonthigh.co.za

**Education**

Highest grade passed: Grade 12

School attended: Claremont High School

Subjects: English

Afrikaans

Mathematics

Life Sciences

Physical science

Geography

Life orientation

**Home Language:** English

**Other Language:** Afrikaans

**Marital status:** Single

**Nationality:** South African.

**Skills and abilities:**

1. Ability to work effectively in a high-pressured environment
2. Ability to work as an integral part of a functional team and independently
3. Prioritize according to strict deadlines
4. Good communication skills in Afrikaans and English
5. Interpersonal and time management skills
6. Highly motivated
7. Ability to take initiative
8. Able to use Ms. Office extremely well.
9. Good organizational skills.
10. Able to learn a new skill very quickly and will be able to excel in it.

**I am responsible, motivated and a seeker of excellence. I am initiative when necessary and always willing to learn. I can incorporate my analytical abilities into daily problem solving by using valued developed skills such as: logical thinking, practicality and taking initiative.**

**I am a team player. I pride myself in being a fast learner. My skills and abilities are ideally suited to take on any job opportunity and work environment.**