



PERSONAL DETAILS:

Date of birth: 1979/04/13

Nationality: Namibian

Health status: Good

Marital status: Single

SKILLS / COMPETENCIES

- ✓ Self-discipline
- ✓ Communication and Interpersonal skills
- ✓ Computer literate
- ✓ Able to work under pressure
- ✓ Customer service
- ✓ Problem solving skills
- ✓ Recruiting skills
- ✓ Strong administrative skills
- ✓ Team player
- ✓ confident

CONTACT

PHONE:
Cell: 0852530242 / 0818188851

ADDRESS:

werdACP@gmail.com
Libertine Amadhila Street
Otjiwarongo

PROFESSIONAL PROFILE

A well-organized and results-driven lady, with 20+ years of working experience. Display considerable strength across a wide range of personal skills in particular customer care, administrative duties, analysis, together with problem-solving. Enjoys working within a team environment to attain a common goal, but can also work unsupervised. Open to employment that matches work experience and educational background.

EDUCATION BACKGROUND

- Honors Degree in Psychology// University of Namibia // Online
- TEFL CERTIFICATE (Teaching English as a Foreign Language // International Prague 2016
- Certificate // How to develop a Comprehensive Workplace Program// NABCOA//2015
- Grade 12// Centaurus High School// 1998

WORK EXPERIENCE

Company : Jan Investments Internet Café (Otjiwarongo)
Position : Typist (Casual)
Period : November 2021 – Current

Duties and Responsibilities

- Typing of Resumes
- Scanning of documents
- Typing of employment letter
- Sending of emails on behalf of clients

Company : Eco-climate Education Advancers
Position : Day Care Teacher// Ages 6 - 15
Period : 2012 – 2021

Duties and Responsibilities

Assisting children with homework/tests/assignments and exams/cooking daily lunch

Duties and Responsibilities

Company : Emma Hoogenhout Primary School
Position : Relieve Teacher// Grades 1 – 7
Period : Feb 2013 – 2014

Duties and Responsibilities

Relieve teacher when a teacher is absent from school

Company : Theo Katjimune Primary School
Position : Relieve Teacher// Grades 1 – 7
Period : 2017 – 2018

Duties and Responsibilities

Relieve teacher when a teacher is absent from school

Company : City of Windhoek
Position : Intern/Volunteer
Period : 2020

Duties and Responsibilities

Liaising with clients//Taking temperature for Covid/data capturing

Languages

- English // Excellent
- Afrikaans // Excellent
- Otjiherero // Good
- German // Fair

Interest / Hobbies

- Reading
- Researching
- Running
- Tennis
- Typing
- Watching news
- exploring

References

Mrs HN Hangana
City of Windhoek
+264612903497

Mr Tjonga
Natis Valley (Supervisor)
+264811245714
+26461-376000

Ms Heviet (Senior Supervisor)
Stuttafords Clothing Namibia
+264813349164

Experience Cont.....

Junior Manager

Horizons Hotel // 2008 to Sept 2010

Duties & Responsibilities

- Recruiting of staff
- Training of staff
- Supervising of Restaurant & Kitchen
- Supervising of laundry and Swimming pool
- Stock-take
- Bookings
- Itineraries
- Supervising of rooms
- Ordering of stock
- Making of quotes
- Marketing of the hotel
- Event planning

NB: Hotel closed down

Tour Consultant Assistant

Springbok Atlas // 2005 – 2007, 2010

Duties & Responsibilities

- Booking of Accommodations
- Planning of Itineraries
- Answering of telephone
- Operating of switchboard
- Filing
- Making of quotes
- Meeting of clients at airport
- Dealing with petty cash
- Assisting where required

Licensing Officer / Cashier

Natis Valley Namibia// Jan 2003 – July 2005

Duties & Responsibilities

- Registering of cars
- Issuing of driving licenses
- Cashier duties
- Assisting of customers
- Answering of telephone
- Dealing with petty cash

Junior Supervisor

Stuttafords Clothing Namibia// March 1999 – 2003

Duties and Responsibilities

- Stock-take
- Training of staff
- Receiving and sending of emails
- Sending and receiving of fax
- Supervising of cashier
- Closing and opening of shop
- Dealing of cash