

CURRICULUM VITAE

OF

MEGAN MASUMI

CHARMAIN

KAMFER



CURRICULUM VITAE OF **MEGAN MASUMI CHARMAIN**

PERSONAL DETAILS

Surname : Kamfer
First Names : Megan Masumi Charmain
Gender : Female
Date Of Birth : 28 May 1996
Identity Number : 960528 0258 085
Nationality : South African
Home Language : Afrikaans
Other Languages : English
Marital Status : Single
Dependants : Two
Health : Excellent
Criminal Record : None
Drivers License : None

CONTACT DETAILS

Contact Number : 084 – 999 – 4694 / 083-735-8381
Email Address : megankamfer460@gmail.com
Residential Address : 9112 Caledonrivier Crescent, Mountain view
Rosedale
Upington
8800

EDUCATION QUALIFICATION

Last School Attended : St. Barnabas College
Johannesburg
Year Passed : 2014
Highest Grade Passed : Grade 12 (Matric)
Subjects Passed : English
Afrikaans
Mathematics Higher Grade
Physical Science
Life Science
Geography
Life Orientation

TERTIARY EDUCATION

Institution Name : University of Johannesburg
Qualification : National Diploma in Human Resource Management
Year Completed : 2015 – 2017

EMPLOYMENT HISTORY

Name of Company : Autronica Security Services
Position : Administration Clerk
Duration : 13 January 2020 till 30 January 2021
Duties : Administration, Filing, Switchboard, Marketing, WIFI Sales

Name of Company : Upington Volkswagen
Position : Intern
Duration : 25 April 2019 till 13 January 2020
Duties : Administration, Filing, Switchboard, Part Time Sales

Name of Company : Department of Education
Position : HR Intern
Duration : 02 Sept. 2018 – 31 Jan. 2019
Duties : Administration, Correspondence, Filing

Name of Company : University of Johannesburg
Position : Student Assistant
Duration : 01 March 2017 – 15 Dec. 2017
Duties : Administration, Filing, Marking of Test Papers, Auditing

REFERENCES

Contact Person : Heloise Ruppung
Designation : Senior HR Supervisor at Autronica Security Services
Contact Number : 054 – 332 – 1293

Contact Person : Chante Beukes
Designation : Volkswagen (Finance & Insurance Manager)
Contact Number : 054 – 338 – 3000

Contact Person : Nompululelo Mokgwetsi
Designation : Dept. of Education
Circuit Coordinator & Reporting Senior Administrator
Contact Number : 071 – 464 – 0036

Contact Person : Nthabiseng Malaza
Designation : University of Johannesburg
Business Department Administrator
Contact Number : 011 – 559 – 5008

PERSONAL ATTRIBUTES

I believe that I am honest, punctual, loyal, accurate and a trustworthy individual. I am a goal setter and target driven. I promise to execute my duties effectively, timeously and promise to obey my instruction(s) accordingly, to create a good working relationship and environment amongst my colleagues and superiors. I am a positive thinker, as I believe that from positive thinking comes positive actions and through this, one can gain success. I am eager to take on new and any challenge that comes my way, because I am confident and my confidence allows me to tackle those challenges.

Declaration

I solemnly declare that all the above information provided (including attachments) are complete and correct to the best of my knowledge.