

MEKAYLA RIEBESEEL

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Durban, South Africa 4126
0815157098
kaylariebeseel45@gmail.com

PROFESSIONAL SUMMARY

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATION

National senior certificate

Durban Girls High School
Glenwood, Durban
1/2016 - 12/2020

Obtained Bachelors pass.
Subjects:

- English- 67%
- Afrikaans- 59%
- Mathematical Literacy- 68%
- Geography- 48%
- History- 61%
- Life Sciences- 58%
- Life Orientation- 80%

WORK HISTORY

Pink Panther Pre Primary

Teachers assistant
Bluff, Durban
12/2019 - 12/2019

- Assist Teacher conduct her set daily routine and activities for children, including but not limited to:

-Monitoring and engaging with children during play time and during group activities.
-Assisting children during breakfast and lunch.
-Assisting with preparation for nap time as well and monitoring during this time.

AMMS

Administrative assistant
Glenwood, Durban
6/2019 - 6/2019

Duties included (but not limited to):

- Archive files
- Sort through files by date
- Re-arrange filling room
- Re-arrange office filling shelves

Bluff golf course

Transcriber

Durban, bluff

7/2020 - 7/2020

- Transcribe minutes of meeting recordings.

Brighton Beach Veterinary Clinic

trainee/observer

Bluff, Durban

7/2019 - 7/2019

- Observe animals for signs of illness, injury, or unusual behavior; notifying veterinarians or managers as warranted.

Volunteer Work

- Thembaletu child centre - Tuesday and Thursday weekly for the year of 2020. Duties included assisting house mothers supervise, feed, change, bath and play with babies and toddlers.
- Crow- June 2018. Duties included setting venue for fundraiser, welcoming guests, serving guests from buffet and cleaning after event.

SKILLS

- Active Listening
 - Adaptability
 - Communication
 - Organization
 - Time management
 - Attention to detail
 - Microsoft Office Pack: Word, Excel, Access, Publisher, Outlook, Powerpoint
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Hobbies

- Traveling.
- Voluntering
- Staying fit and healthy
- Reading.
- Reveiwing shows.

Certifications

First Aid- level 1

REFERENCE

Name : Megan Truter

Designation : Administrative Assistant

Company Name : Bluff Golf Course

Email id : Meganriebeseel@gmail.com

Phone No. : 0769343891

Name : Judy Cairns

Designation : Director

Company Name : AMMS

Email id : Judy.f.cairns@gmail.com

Phone No. : 062 332 9414