

Ms Tazneem Davids
18 Lower Rochester Road
Salt River
Cape Town

To whom it may concern

Opportunity is missed by most because it is disguised in work. I am highly determined to seek any opportunity which enables me to add value and further my professional development. My name is Tazneem Davids, and I'm currently employed as an Administrative Officer in the Humanities Faculty Office. In my CV you will note that I have extensive and relevant experience in tertiary education, cultivated especially at UCT.

In my previous role as Senior Secretary in the Humanities Faculty I was responsible for engaging with diverse group of stakeholders about administrative matters that related to applications, course/programme information and had to advise students on how to navigate their way through PeopleSoft and Vula. I performed excellently in this role and consequently advanced to the position of Administrative Officer, in which I had to oversee and provide more intensive support to departments. Within the Faculty Office we are expected to have advanced knowledge of university processes, regulations and guidelines, PeopleSoft, Business Objects and Perceptive content so that we can provide overarching support to academic staff, departments, and students in all aspects of academic administration.

I have worked well under pressure in a very complex work in environment due to the immense volume and complexity of matters that arise in the Humanities Faculty Office. My determination and desire to succeed has enabled me to work very effectively in pressured situations that require hard work and the ability to work independently as well as in teams. I am certain that my bubbly personality as a young female will be advantageous in the working environment, especially with regards to service-oriented institutions. I enjoy absorbing knowledge and believe that you are never too old to learn something new from the people you encounter daily.

Thank you for your time and consideration of my application.

Sincerely,
Tazneem Davids

CURRICULUM VITAE OF TAZNEEM DAVIDS

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EDUCATION

2007: Harold Cressy High School, National Senior Certificate

2021: Higher Certificate in Adult Education (Graduated 2022)

2022: 120hr TEFL Certificate (Teacher Record)

COMPUTER AND SYSTEMS LITERACY

Advanced level: PeopleSoft, Perceptive Content, Business Objects MS Word, Excel, PowerPoint, Access, Email and Internet

WORK EXPERIENCE

June 2019- Present: Administrative Officer | University of Cape Town, Humanities Faculty Office |

Duties and responsibilities:

- Undergraduate application processing on PeopleSoft.
- Using Perceptive content to process applications and view applicant's documents.
- Correspondence with relevant Deans, HOD's, departments and faculties regarding the curriculum of humanities undergraduate students.
- Performing course result schedule (CRS) checks.
- Registration data capturing.
- Capturing/correcting/overriding course enrolments.
- Registration cancellation and concession processing.
- Processing credit transfers from external institutions as well as internal (UCT).
- General application and curriculum filing.
- Change of curriculum capturing.
- Using internal mail system.
- Graduation assistance and processing.
- Photocopying and scanning.
- Telephonic, email and walk-in queries from students, applicants, and parents.

March 2017- June 2019: Senior Secretary, Humanities Faculty, University of Cape Town

- Responsible for faculty generic emails
- Maintaining database for database all students
- Maintaining and updating records for all students
- Compiling Excel spreadsheets of all postgraduate nomination of examiners
- Checking that all external examiner forms has been checked against the Dean's Circular.
- Compiling and sending out the necessary letters to students that have applied for visa letters and proof of registration

- Sending copies of the cancellation of registration forms to the relevant offices
- Enrolling students into assigned classes
- Processing of Postgraduate and Undergraduate Applications
- Handle tasks and duties assigned on an ad hoc basis.
- Cover for colleagues during periods of absence
- Ensure all applications are processed by deadlines.
- Evaluations of undergraduate and postgraduate applications
- Collating of applications for undergraduate & postgraduate applicants
- Capture information in student records system including registration data.
- Processing curriculum changes
- Identifying whether students meet the requirements for progressions to next academic level or qualification.
- Process approved mark changes
- Process external examiner payment forms
- Ensuring that all documentation is properly filed and archived accordingly.

June 2016 - February 2017: Administrative Assistant (temp), Humanities Faculty, University of Cape Town

- Managing six generic email accounts,
- Using PeopleSoft database to administer necessary documents of all students,
- Maintaining records of all students,
- Compiling a spreadsheet of all postgraduate nomination of examiners,
- Checking that all external examiner forms has been checked against the Dean's Circular,
- Processing of Leave of Absence and cancellation of registrations,
- Enrolling students into assigned classes,
- Processing of Postgraduate and Undergraduate Applications,
- Handle tasks and duties assigned on an ad hoc basis,
- Cover for colleagues during periods of absence,
- Ensure all applications are processed by deadlines,
- Evaluations of undergraduate and postgraduate applications,
- Collating of applications for undergraduate & postgraduate applicants,
- Capture information in student records system including registration data, curriculum changes, identifying whether students meet the requirements for progressions to next academic level or qualification,
- Process approved mark changes, process external examiner payment forms

December 2014 - February 2015: Senior Secretary, Law Faculty, University of Cape Town

- Telephonic, E-mail, Front Desk, Students, Parents, Academics, and the public
- Using PeopleSoft database to administer necessary documents of all students,
- maintaining records of all students and staff members,
- Handling Postgrad applications,
- Filing and Registering of all undergrad and postgraduate students

January 2012 - January 2014: Executive grooming, The Grooming Company, Dubai

- Supervised a team of 20 staff members,
- Accurately book, change, and reconfirm appointments,
- Acknowledge and greet everyone upon entering the spa,
- handle guest's questions and concerns professionally and courteously,

- Responsible of billing procedures and correct reconciliation of funds,
- Complete and compile reports,
- Promote promotions and discounts of the company,
- maintain a positive attitude and contribute toward a quality work environment,
- Support training and staff meetings,
- Assist with Administrative duties such as purchasing and inventory,
- Provide detailed descriptions of each service,
- Ensure that staff are notified of their daily schedules and continuously monitor their performance.

June 2011 – October 2011: Senior Secretary, Science Faculty, University of Cape Town

- Telephonic, E-mail, Front Desk, Students, Parents, Academics, and the public,
- Student Administration, Using PeopleSoft database to administer necessary documents of all students,
- Maintaining records of all students and Post Distribution,
- Assist the Undergraduate Officers with applications,
- Assist the Admin Officer with external examiners and distribution of these.

December 2009 – May 2010: Senior Secretary, Science Faculty, University of Cape Town

- Telephonic, E-mail, Front Desk, Students, Parents, Academics, and the public,
- Student Administration, Using PeopleSoft database to administer necessary documents of all students,
- Maintaining records of all students, Correspondence Distribution,
- Assist the Undergraduate Officers with applications,
- Assist the Admin Officer with external examiners and distribution of these.
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June 2009 – November 2009: Senior Secretary, School of Languages and Literature, University of Cape Town

- Telephonic, E-mail, Front Desk, Students, Parents, Academics, and the public,
- Student Administration, Using PeopleSoft database to administer necessary documents of all students,
- Maintaining records of all students,
- Scheduling of classes onto the PS Database
- Administer all undergrad and postgrad classes, booking of venues for lectures/functions.

March 2009 – May 2009: Administrative Assistant, Science Faculty, University of Cape Town

- Telephonic, E-mail, Managing of the Front Desk, Students, Parents, Academics and public engagement, Student Administration,
- Using PeopleSoft database to administer necessary documents of all students,
- Maintaining records of all students,
- Correspondence Distribution
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December 2007 – September 2008: Senior Secretary, Science Faculty, University of Cape Town

- Telephonic, E-mail, Front Desk, Students, Parents, Academics and the public, Student Administration,
- Using PeopleSoft database to administer necessary documents of all students,
- Maintaining records of all students,
- Correspondence Distribution,
- Assist the Undergraduate Officers with applications
- Assist the Admin Officer with external examiners and distribution.

References

Shireen Weber – Undergraduate Administrative Officer: Humanities Faculty, UCT

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Email: Shireen.Weber@uct.ac.za

A/Prof Lance Van Sittert- Head of Department of History: Humanities Faculty, UCT

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Shahira Laws- Undergraduate Manager: Humanities Faculty, UCT

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