

# KAYLIN NICHOLSON

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 0794321287  
 [kaylinnicholson01@gmail.com](mailto:kaylinnicholson01@gmail.com)

## Personal Information

First Name : Kaylin  
Surname : Nicholson  
Nationality : South African  
Race : White  
Gender : Female  
Languages : English  
: Afrikaans  
Drivers Licence : Yes  
Own Vehicle : Yes

## Computer Literacy

: Pastel Accounting version 14.0.7 (basic)  
: Microsoft Word  
: Microsoft Excel  
: Microsoft Outlook  
: Telegram  
: Winbridge

## Secondary Education

School Attended : DF Malherbe  
Year Completed : 2018  
Qualification : Grade 12 Certificate  
Subjects : English (First Language)  
: Afrikaans (First Language)  
: Mathematics  
: Life Orientation  
: Tourism  
: Consumer Studies  
: Drama

School Attended : Headsmart Hair Academy  
Year Completed : 2019  
Qualification : Qualified Hair Stylist

## Employment History

**Company Name** : SAMMY DE MENDONCA  
Industry : Hair and Beauty  
Employment Dates : 25 May 2021 to date  
Position : Senior Stylist  
Duties : Hair Stylist  
Reference contact : Sammy De Mendonca 0798365806

**Company Name** : SASSI HAIR AND BEAUTY  
Industry : Hair and Beauty  
Employment Dates : 8 August 2020 to 5 March 2021  
Position : Junior Stylist  
Duties : Hair Stylist  
Reference contact : Sarah Swift 0737652281

**Company Name** : BEAUTIQUE HAIR AND BEAUTY SALON  
Industry : Hair and Beauty  
Employment Dates : 1 September 2019 to 29 February 2020  
Position : Junior Stylist  
Duties : Hair Stylist  
Reference contact : Jenene Bothma 0847342308

**Company Name** : CHAMPIONS SPORTS BAR  
Industry : Licensed retailing service industry and entertainment  
Employment Dates : 6 July to 23 September 2019  
Position : Bartender  
Duties : Mixing, garnishing  
Reference contact : David J Sadie

**Company Name** : HALFWAY PUB:  
Industry : Licensed retailing service industry and entertainment

Employment Dates	: 5 July to 23 September 2019								
Position	: Bartender								
Duties	: Mixing, garnishing								
Reference contact	: Morne De Jongh								
Company Name	: <b>GLENDRE HOLDINGS (PTY) LTD</b>								
Industry	: Mining - Suppliers of Sand & Stone								
Employment Dates	: 3 July 2017 to 20 July 2017								
Position	: Temporary Admin Assistant								
Duties	: General Filing and Admin duties								
	: Verified Credit application Information								
	: Updated Pastel information (Credit limits / verified email addresses and contact information)								
	: Updated Winbridge with customer credit limits								
Reference contact	: Louis du Plooy (Director) - 041 366 1917								
Company Name	: <b>GLENDRE SAND &amp; STONE (PTY) LTD</b>								
Industry	: Mining - Suppliers of Sand & Stone								
Employment Dates	: 29 June 2015 to 10 July 2015								
Position	: Temporary Admin Assistant								
Duties	: Updated all customer contact information								
	: Verified credit application information								
	: Updated supplier banking details								
	: Updated supplier contact information								
	: General filing and admin duties								
	: Assisted the sales supervisor								
Reference contact	: Vidonia Davids (Human Resources) 041 366 1917								
<b>Achievements:</b>									
Academic	: Mathematics Literacy subject prize (Grade 11)								
Cultural	: 3 Merits for Choir & Cabaret								
	: A++ A+ in performing arts Eisteddfod (2016 & 2017)								
	: C+ on art piece at Eisteddfod (2016)								
	: Engineers choice award - Creative noise performing arts contest 2016								



