

Newmans Avenue, Belthorn Estate, Cape Town, South Africa
Cell: 082 3633 175
Email: meemz.b@gmail.com

CURRICULUM VITAE OF SHAMEEM BRAY

PERSONAL DETAILS

SURNAME:	Bray
FIRST NAME:	Shameem
DATE OF BIRTH:	14/09/1988
IDENTITY NUMBER:	8809140217080
GENDER:	Female
NATIONALITY:	South African
LANGUAGE:	English and Afrikaans
DRIVERS LICENCE:	Code B
HOBBIES:	Reading, painting, hiking
COMPUTER SKILLS:	Experience with MS Word, MS Excel, MS Power Point, Google sheets, Joomla (Website management)

EDUCATION

TERTIARY

Institution:	University of Cape Town
Qualification:	Master of Public Health
Year:	2018
Status:	In Progress (part-time/1 - 2 classes per semester)

TERTIARY

Institution:	University of South Africa
Qualification:	Honours Psychology
Year:	2014
Status:	Complete

TERTIARY

Institution:	University of Western Cape
Qualification:	BA Psychology and English
Year:	2012
Status:	Complete

SECONDARY

Institution:	Livingstone High School
Highest Grade Passed:	Matric / Grade 12
Year:	2006

EMPLOYMENT HISTORY

University of Cape Town – CIDRI-Africa Research Group

January 2020 - currently

Project Coordinator

- Co-ordination and processing of human resource documents
 - Responsible for recruitment processes, from compiling job descriptions and advertisements to interviews and final appointments
 - Managing annual staff assessments, performance reviews and contract renewals
 - Manage a team of 95 in various locations (London, Cape town, Port Elizabeth, Durban, JHB)
 - Support staff – academic and personal development
 - Provide advice to line managers on all staff related concerns
 - Project assistance such as Purchasing Card administration and submissions for Ethics approvals and renewals
 - Operations and administration management
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Projects Abroad – Volunteer internships and community projects

April 2019 – October 2019 (short term contract)

Country Manager

- Responsible for developing and executing an operational plan for all SA programmes (child care, medicine, law, journalism, surfing, teaching, animal care, social justice and international development) including an emergency response function
- Responsible for student, intern and volunteer recruitment, admissions and accommodations
- Manage all operations – resources, administration, office maintenance
- Plan team building events, health and wellness drives and provide holistic support to the team
- Manage a diverse team of staff at different project locations (15 staff members, 10 of which are managers) and ensure quality outcomes to all partners and stakeholders
- Coordinate all human resource related functions – advertising vacancies, shortlisting, interviews and selection, onboarding, contracts, approve leave, disciplinary warnings / hearings, staff wellness, manage staff records etc
- Prepare and maintain annual budget and operational expenses as well as process payments and payroll
- Research and investigate new project areas for strengthening diversity of SA projects & initiating new partnerships
- Ensure that volunteer recruitment offices (overseas) have updated information on all projects to drive sales via regular Skype meetings and updating the global database

University of Cape Town – Health Sciences Faculty

Jan 2017 – December 2018

Coordinator (Operations)

- Coordinate the emergency response function, including arranging for training, developing a protocol and roster and responding to all student emergencies
 - Manage the front office and staff, interns and administrators
 - Manage and maintain partners and stakeholders, internationally and locally
 - Assist in policy development and reviewing of current policies for international students
 - Coordinating of IAPO's international student pre- registration, orientation and induction
 - Ensure that continued support, advice and counselling on non-academic issues (eg UCT culture, integration, and South Africa in general) is provided to applicants, students (UG and PG), postdoc fellows and affiliates
 - Liaising with Department of Home Affairs and South African embassies about individual problems encountered by students or staff
 - Maintaining contact with UCT faculties and departments on international student matters (such as complex individual matters, the implementation of processes) as appropriate;
 - Budget management and financial administration
 - Undertaking performance management and assessment of team members
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University of Stellenbosch – Tygerberg Hospital Trust

Jan 2016 – December 2016

Finance and HR coordinator

- Responsible for trust funds financial records, payments and reconciling
- Responsible for marketing and communication for the Trust Fund in order to obtain new donors
- Coordinating fundraising events
- Managing admin for procurement of hospital equipment
- Donor base management – maintenance and searching for new donors
- Compiling weekly and monthly reports
- Recruit student interns from the University
- Responsible for hospital tours and first point of contact for all queries related to the Trust

Curriculum Vitae of Shameem Bray

The Learning Club –2010 - 2018

Founder / Director

- Coordinating and implementing fund-raising projects
 - Facilitating individual and group sessions for children and adolescents
 - Facilitating and developing assessments
 - Facilitate behaviour analysis and relationship development intervention techniques
 - Recruitment and management of staff
 - Creating awareness in Education sector
 - Supervising volunteers
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COURSES COMPLETED

- **Project Management** – Projects Abroad (2019)
 - **Childrens Act Training** – Leshika Development (2016)
 - **Social Media Management** – Be-Cause PR group (2015)
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To: [REDACTED]
Subject: Re: Reference for Ms Shameem Bray

Dear [REDACTED],

Firstly I'm sorry for the delay in providing a reference for Ms Shameem Bray. As I mentioned in my previous email I have been out of the country and moving offices.

I only had the pleasure of working with Shameem for just over three months, during which time she excelled at all tasks assigned to her. We really put her in the deep end with very little handover with the previous Country Manager but despite this, she managed to learn the ropes almost immediately and quickly established a fantastic working relationship with her new team. This was no simple task given that the majority of the staff under her management had been with the company for several years. It was clear that she had a passion for working towards improving the lives of others, be it project partners or her colleagues. It was very clear that Shameem was committed to helping and resolving anyone's problems as best as possible. Shameem was always on time to work and communicated any required time off well in advance. She met her deadlines and went above and beyond when required.

I would strongly recommend Shameem for any role involving the organisation of people or resources, especially if the organisation has a clear purpose to help others!

Please do not hesitate to contact me if you'd like to discuss this further.

All the best,

Harry

Harry Kent
Director

Tel: +44 (0) 1903708300
Mob: +27 (0) 794390014
Skype: harrykent1

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