SHEYL KIARA MEIRING

PERSONAL PROFILE:

I am seeking a new opportunity and to broaden my experience. I am a hardworking, focused individual with experience in admin, customer relations and customer service. I have excellent planning and organizational skills. I believe I offer excellent customer service skills and can maintain effective working relationships at any level.

PERSONAL DETAILS:

* Mobile: (+27) 66 264 4404 • Email: sheylskm98@gmail.com
* Address: o 7b Thom Street o Rynfield o Benoni o 1502
* Female
* 19 May 1998
* English

SKILLS:

* Computer Literate in Office Excel and Microsoft Excel.
* Good Communication Skills.
* Customer Service.
* Good written communication skills in the form of an email.
* Proactive in ensuring achievement of key responsibilities are met.
* EDUCATION:
* Benoni High School
* Grade 12 I 2016
* Storytelling and Filmmaking online course - University of California Los Angeles (UCLA).
* Experience America: Discover Washington

DC course - University of the District of Columbia Community College.

* Make a Difference online course - University of California Los Angeles (UCLA).
* Arts and Entertainment online course - University of California Los Angeles (UCLA)

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| WORK EXPERIENCE:  |
| SALES FOR PROMOTIONAL PRODUCTS  |

PROMOTIONAL STAFF SOLUTIONS

9 months (January 2017 – September 2017)

* Experienced in interacting with customers.
* Responsible for sales and reporting back with information regarding customers.
* Analyse the product, shelf space and sales made and ensure the basic requirements were met.

OFFICE MANAGEMENT.

SWEET APPLE GPS SOLUTIONS

5 months (January 2017 – May 2017)

* Experience in interacting with customers.
* Handling customer queries.
* Responsible for processing invoices and deliveries.
* In charge of communicating with the customers, fixing watches with basic issues and stock control.

ADMIN

BIGFOOT EXPRESS FREIGHT

11 months (May 2017 – April 2018)

* Experience in interacting with customers.
* In charge of handling customer queries.
* Responsible for Freightware, working with high-demand customers.
* Acquired good relationships within the company and with the customers to ensure proper communication was ensued regarding expected delivery dates, POD’s and delivery updates.

AMINISTRATION & CUSTOMER LIASON

TIGER CLOTHING

12 Months (May 2018–May 2019)

* Experience in interacting with customers.
* In charge of handling customer queries, invoicing, and quotations.
* Responsible for planning weekly schedules and deadlines.
* Meeting with customers regarding products and measurements.
* Assisting with printing, pressing and cutting of items.
* Monitoring the stitchers and quality of the items. Au Pair/Childcare

CULTURAL CARE AU PAIR

2 Years (July 2019 – August 2021)

* United States of America
* Responsible for looking after 4 children.
* In charge of getting them to school and extra murals.
* Making them meals.
* Communicating with the parents.
* Helping with the growth and development of the kids.
* Basic First Aid Training.
* Cleaning, planning activities and outings.
* Forming relationships with both the parents and all the children which taught me a great deal about patience, problem solving and collaboration.

AU PAIR/CHILDCARE

SELF EMPLOYED

12 months (August 2021 – August 2022)

* Responsible for getting the kids from school and to all extra mural activities.
* Doing homework with the kids.
* Helping them resolve conflicts with each other.
* Communicating with both parents.
* Communicating with the children.
* Acquired patience, problem solving skills, time keeping and collaboration.

AU PAIR/Caregiver

SELF EMPLOYED

9 months (August 2022 – April 2023)

* Responsible for running errands for Hester, aged 87 and Peter, aged 98.
* Making appointments and taking the elderly couple to their appoints.
* Helping organize meals and medication.
* Communicating with the family on any doctor appointments, injuries, concerns, etc.
* Assisting perform household duties and weekly shopping.
* Acquired patience, problem solving skills, collaboration and perseverance.

CABIN CREW MEMBER/Airlink

Airlink(PTY) Limted Employee

Employee Code: 1006F

13 months (July 2023 - present)

* Responsibile for the safety of passengers, crew and the aircraft.
* Having knowledge of company policies and procedures.
* Providing excellent customer service to all Airlink customers.
* Understanding and good knowledge of SA-CATS and SA-CAR manuals.
* Great interpersonal skills
* Good time management
* Good, open communication skills both to crew, Flight Deck and passengers.
* Perform pre-flight checks such as checking all emergency equipment, passenger cabin, security checks in the passenger cabin, galley and lavatory, ensuring catering is delivered and correct.
* Completing all necessary documentation related to figures, security checks, equipment checks, aircraft checks, cleaning and catering checks are completed and submitted to the correct departments.
* Asssisting passengers with both boarding and disembarking.
* Preparing the passenger cabin for flight, including securing the passenger cabin, galley and lavatory for take off and landing.
* Cleaning the cabin during flight, after flight(if no cleaners are available) or monitoring the cleaning(if cleaners are available)
* Assisting In-Charge Cabin Crew Members with any additional tasks.

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| REFERENCES:  |
| CHRISTINE DUDLEY  |

* Former Manager of Sales and Promotional Staff
* Brand Management and Retail Solutions
* Cell: 082 926 4684

ANTHONY VAN DER MERWE

* Former Director and Owner of Sweet Apple GPS Solutions
* Cell: +44 7398 479807

DAVID JONES

* Sales Manager
* Bigfoot Express Freight
* Cell: 081 010 3116
* Tel: 011 878 9850

NICOLETTE VAN DER MERWE

* Former Sales Manager
* Bigfoot Express Freight
* Cell: +44 7398 479807

DEVIN NAIDOO

* Branch Manager – Gauteng Office
* Bigfoot Express Freight
* Tel: 011 878 9850

ELIZE WHITE

* Director and Owner of Tiger Clothing
* Tel: 011 965 6388

KELSEY BOSHOFF

* Office Manager and Designer
* Tiger Clothing
* Cell: 062 913 8406
* Tel: 011 965 6388

KATTE BOYD

* Employer
* Cultural Care Au Pair
* Cell: +1 818 641 6649
* Email: katte.boyd@gmail.com

Melissa O’Connor

* Employer/ Au Pair
* Cell: 071 280 9479

Andre’ White

* Former employer/Son of Hester and Peter Mackay
* Cell: 083 454 3132

Ria Mathebana

* Line Fleet Leader
* RMathebana@flyairlink.com

Jamie-Lee Liebenberg

* Cabin Services Manager
* JLiebenberg@flyairlink.com