



# TASMYN SINGH

- UNISA STUDENT – BACHELOR OF ARTS IN FORENSIC SCIENCE AND TECHNOLOGY
- ADMINISTRATIVE ASSISTANT/OFFICE CO-ORDINATOR.

## PROFILE

I am an administration clerk and sales representative with outstanding customer service, communication and business skills working business-to-business sales for 4 years. Looking for a career where I can grow, achieve and exceed company goals. I am also an aspiring Forensic Auditor/ Criminal Psychologist, hence my faculty choice.

## CONTACT

PHONE:  
082 796 3409

EMAIL:  
tasmynsingh@gmail.com

## HOBBIES

Socializing with friends & family.  
Travelling & venturing.  
Part-taking in sports.  
Indulging in different Arts.

## EDUCATION

### Hoerskool President High School

2015 - 2019

Subjects taken in High School included: Mathematics, Life Sciences, Consumer Studies, English, Afrikaans, Life Orientation. I had also excelled in sports that included: Athletics, Netball, Soft Ball, Touch Rugby, Swimming.

### UNIVERSITY OF SOUTH AFRICA (UNISA – 68180063)

2020 - Current

I am currently studying a degree in Forensic Sciences ( Bachelor of Arts in Forensic Science and Technology. In this course, I navigate through modules pertaining to Crime Scene and Forensic Transgression, Advanced Workplace English, Criminal and Historical Law of South Africa and Criminal Psychology and the use of Technology in this department.

## WORK EXPERIENCE

### TV TIME, Johannesburg, South Africa [Administration Clerk]

April 2017–December 2019

- Assisted clients in understanding their available options and helped them select the right service plans for their needs.
- Accepted and processed customer payments in cash and credit cards.
- Acknowledged customer issues and resolved their problems quickly and effectively.
- Effectively communicated with other employees and upper management to ensure complete care of customers.
- Evaluated the customer's needs and provided service options to meet their requirements.
- Fulfilled administrative duties, including completing and filing paperwork and setting appointments.
- Greeted customer and offered them assistance where possible.

Reference: Renata Naidoo (060 958 6272)

### Beauty in The Beast Mobile Grooming [Sales Representative]

April 2017–October 2019

- Conducted market research to learn of current trends and to perform activities accordingly.
- Negotiated the terms of prices, sales and times reaching agreements with customers.
- Greeted customers and offered them assistance where possible.
- Collaborated with colleagues to discuss market information and strategies.
- Assisting with account reconciliations.

Reference: Renata Naidoo (060 958 6272)

### Universal Trading Solutions [Sales Executive]

February 2020–August 2020

- Promoting and selling company's products and services.
- Researching and identifying potential clients.
- Generating leads, engaging with prospects, demonstrating product features, negotiating, and closing sales.

Reference: Manager, Romeo (073 443 0461)

### Rewlatch Primary School [Administrative Assistant]

September 2020–May 2021

- Provide administrative support to ensure efficient operation of the office.
- Support managers and employees through a variety of tasks related to organization and communication.

- Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.

- Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

#### **Derive Driving Academy [Part-time Bookkeeper]**

February 2021-Current

- Collecting and handling company's income.
- Drafting up invoices.

#### **SKILLS**

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- Outstanding people skills.
- Customer acquisition.
- Problem-solving abilities.
- Excellent communication.
- Multi-tasking and negotiation abilities.
- Attention to detail.
- Dependable.
- Marketing skills.
- Excellent customer service.



REPUBLIC OF SOUTH AFRICA  
**STATEMENT OF RESULTS / STAAT VAN UITSLAE**  
**NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT**  
 NOVEMBER 2019

TASMYN SINGH

EXAMINATION NUMBER / EKSAMENNOMMER: 8191205760202  
 ID NUMBER / ID NOMMER 0111120203083  
 DATE OF BIRTH / GEBOORTEDATUM 20011112  
 CENTRE / SENTRUM: (8120576) HOERSKOOI PRESIDENT

(801) GAUTENG GAUTENG DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
ENGHL	English Home Language	62	5
AFRFA	Afrikaans First Additional Language	77	6
MATH	Mathematics	32	2
LIFE	Life Orientation	83	7
BSTD	Business Studies	52	4
CNST	Consumer Studies	66	5
LFSC	Life Sciences	49	3
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The candidate qualifies for the National Senior Certificate and has met the minimum requirements for admission to bachelors' degree, diploma or higher certificate study as gazetted for admission to higher education.

DATE / DATUM 2019/12/31

 HEAD OF DEPARTMENT  
 DEPARTEMENTSHOOF

Achievement level Prestasievlak	Achievement Description Prestasiebeskrywing	Marks ± Punte ±
7	Outstanding achievement / Uitmuntende prestasie	80 - 100
6	Meritorious achievement / Verdienstelike prestasie	70 - 79
5	Substantial achievement / Beduidende prestasie	60 - 69
4	Adequate achievement / Voldoende prestasie	50 - 59
3	Moderate achievement / Matige prestasie	40 - 49
2	Elementary achievement / Basiese prestasie	30 - 39
1	Not achieved / Ontoereikende prestasie	0 - 29

A NATIONAL SENIOR CERTIFICATE WILL BE FORWARDED TO THE SCHOOL.

THE DEPARTMENT RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY.  
 INDIEN NODIG BEHOU DIE DEPARTEMENT DIE REG OM WYSIGINGS AAN DIE DOKUMENT AAN TE BRING.

