

CURRICULUM VITAE
OF
MS SHIARA SINGH

1. Career and Key Achievements

Duration	Position	Company
08 Aug 2018 – 08 Sept 2018	Intern	Tlou Consulting
<p>After grade 12 I had decided to get hands on experience in an Engineering field for better understanding before I decided on my career path. Here I was given the opportunity to 'shadow' many professionals such as the Civil engineers, Project Managers, CAD designers to name a few. Although my time there was brief, I was lucky to be shown the cruxes of each profession as well as to assist in each field.</p> <p>Specific Duties:</p> <ul style="list-style-type: none"> • Basic typing (MS Word) • Actively participate in Tender applications • Emailing • PA to head of Engineering • CAD Designs • Research • Shadow engineers, Civil engineers on site, during meetings 		

Duration	Position	Company
2016 Apr- 2017 Dec	Intern	Innovatus FET College
<p>Working at Innovatus FET College on a part time basis during the examination months, taught me many skills such as multi-tasking, how to work better with my fellow colleges, the importance of rules and adhering to deadlines. I had helped me grow in confidence as well as in my communication skills.</p> <p>Specific Duties:</p> <ul style="list-style-type: none"> • PA to Principal • Typing • Faxing • Emailing • Using Microsoft excel • Minute recording • General reception duties 		

Duration	Position	Company
2014 Apr- 2015 Dec	Intern	Africa Medical
<p>Eager to start my independence, I decided to get a part time job at Africa medical where I worked weekends and school holidays. I was required to do basic admin work at first then moved on to other tasks with more responsibilities. I learnt how to interact with the public and co-workers in a professional manner. The time working at Africa medical has taught me to be confident, professional and boosted my independence.</p> <p>Specific Duties:</p> <ul style="list-style-type: none"> • Stock Count • Typing • Faxing • Emailing • Using Microsoft excel • Minute recording • General reception duties 		

Duration	Position	Company
2019 Jan- 2022 May	Student	The TEFL Academy
<p>Whilst studying for my degree, I still felt like I could achieve more, so, I decided to get my TEFL certificate. I wanted to make money of something that comes naturally to me and that is fun to do. In my time studying for my TEFL certificate, I have learnt the technical side to teaching such as Classroom management, how to create lesson plans, getting shy students to speak up, and my personal favorite entertaining while educating.</p>		

2. Qualifications

a) High School

Year	School	Highest Standard
2013 – 2017	Maritzburg Muslim School for Girls (MMSG)	Metric
<p>Subjects:</p> <ul style="list-style-type: none"> • Mathematics (Pure) • English First Additional Language • Physical Science • Afrikaans Second Additional Language • Life Science • Life Orientation 		

- Geography

Achievements:

- 2013 – 2014 maintained Learner Representative Counsellor position
- 2015 Environmental Monitor
- 2016-2017 learner representative Counsellor and Prefect

b) Tertiary Education

Year	University	Degree
2019 – Current	Durban University of Technology	Bachelor of the Built Environment in Architecture
<u>Subjects:</u> YEAR 1 <ul style="list-style-type: none"> Academic literacy I (ACLA101) Academic literacy IB (ACLB101) Architectural Design IA (ADNA101) Architectural Design IB (ADNB101) Construction Technology IA (CNTA102) Construction Technology IB (CNTB102) Conerstone 101 (CSTN101) History and Theory of Design I (HTDS101) Mathematics for the Built Environment I (MTBE101) Physics for the Built Environment IA (PHBA101) Physics for the Built Environment IB (PHBB101) Settlement History I (STLH101) YEAR 2 <ul style="list-style-type: none"> Architectural Design II (ADSG201) Construction Technology II (CSTC201) Landscaping and Site Survey II (LDSS201) Project Management (PJMN102) Research Methods (RMDS102) Sociology of Work (SCLW101) History and Theory of Design II (HTDS201) Settlement History I (STLH101) Urban Settlements II (URBS201) Work Based Project II – Design and Technology (WBPJ201) YEAR 3 <ul style="list-style-type: none"> Architectural Design III (ADSG301) Construction Technology III (CSTC301) History and Theory of Design IIIA (HTDA301) History and Theory of Design IIIB (HTDB301) Law of Building Contracts (LWBC301) Major Intergrated Project (MIP101) Property and Land Economics III (PLEC301) Professional Practice III (PPCT301) 		

c) Courses and Certificates

Year	Course
2022	Level 5 Diploma in Teaching English as a Foreign Language
2018	AutoCAD Essentials
2016	First Aid Level One Course

3. Personal Details

Surname: Singh
Name: Shiara
Telephone Number: (033) 3911557
Mobile Number: 076 954 7477
Email: shiarasingh48@gmail.com
Date of Birth: 10 April 2000
Sex: Female
Nationality: South African
Availability: Immediately
Criminal Offence: None
Preferred Language: English



4. References

Name	Position/ Qualification	Contact Details
Ms. A Singh	Director, Tlou Consulting	072 225 3797
Mr. M Mahabeer	Principal at Innovatus	084 5104190
Mrs. N Singh	CEO of Africa Medical	065 8704705
Ms. A Singh	Deputy Director: Department of Transport	012 309 3873
Ms. F Ismail	Teacher at MMSG	084 557 8644

5. Language I

	Speak	Read	Write
English	Excellent	Excellent	Excellent
Afrikaans	Fair	Good	Fair
isiZulu	Fair	Fair	Fair