

CURRICULUM VITAE
OF
MS KRIYAL SINGH

1. Career and Key Achievements

Duration	Position	Company
1 st Nov 2021 -31 March 2022 1 st Apr – 31 Aug 2022	Education Assistant: Reading Champion	Mountain Rise primary School 30 Royston Rd, Mountain Rise, Pietermaritzburg, 3201
At Mountain Rise Primary School my duties where to support and assist teachers in reading. I assisted in the Foundation Phase of the school, however this did not limit me to serving relief in the Intermediate Phase of the school.		
<u>Specific Duties:</u>		
<ul style="list-style-type: none"> • Creating and monitor reading corners • Organizing reading festivals • Administration and organization 	<ul style="list-style-type: none"> • Create and involve children in reading and literacy activities • Campaigning for Read to Lead 	

Duration	Position	Company
Dec 2021 Jan 2019	Care Giver	Ms Adhishri Singh
I provided basic care at the beginning of my stay to an elderly lady who had onset dementia. Later her husband became sick and required my assistance. In 2020 the couple's daughter was diagnosed with Cancer of the uterus, lung and finally brain. I then provided palliative care for all 3 individuals until the daughter sadly passed away soon after.		
<u>Specific Duties:</u>		
<ul style="list-style-type: none"> • Administer medication • Provide emotional support 	<ul style="list-style-type: none"> • Monitor pain and manage pain as instructed by doctor 	<ul style="list-style-type: none"> • Alleviate physical symptoms

Duration	Position	Company
25 th – 29 th June 2018 24 th – 30 th Nov 2018	Part time inventory associate	Sthil Barnsley Rd, Camps Drift, Pietermaritzburg, 3201
At Sthil warehouse in Camps Drift I was required to do general stock stake as well as quality assurance checks of selected items produced and packaged by Sthil.		
<u>Specific Duties:</u>		
<ul style="list-style-type: none"> • Stock count 	<ul style="list-style-type: none"> • Quality Assurance 	<ul style="list-style-type: none"> • General administration

Duration	Position	Company
8 Jan – 31 August 2017	Administrative Assistant	Innovatus FET College 513 Church Street, Pietermaritzburg, 3201
At Innovatus FET College I was required to help the receptionist in welcoming the public as well as selling the services of the college. During exams I was required to help in security control, directing the students to their correct examination venue as well as making sure they have the required documentation for entrance into the exams. During marketing trips, I was required to interact with the public and sell and spread awareness of the college's services.		
<u>Specific Duties:</u>		
<ul style="list-style-type: none"> • Answering the telephone • Interacting with the public • Marketing 	<ul style="list-style-type: none"> • Emailing, faxing • Data capturing 	<ul style="list-style-type: none"> • Typing cover letters and required documentation

Duration	Position	Company
Apr- Dec 2016	Intern	Africa Medical 513 church Street Pietermaritzburg, 3201

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.

Specific Duties:

- Stock Count
- Typing
- Faxing
- Emailing
- Using Microsoft excel
- Minute recording
- General reception duties

2. Qualifications

a) High School

Year	School	Highest Standard
2012 - 2016	Maritzburg Muslim School for Girls (MMSG)	Metric
Subjects:		
<ul style="list-style-type: none"> • Math Literacy • Business Studies • Geography 	<ul style="list-style-type: none"> • English (First Language) • Economics 	<ul style="list-style-type: none"> • Life Orientation • Afrikaans (Second Language)

b) Courses, Certificates and Higher Qualifications

Year	Course
23 March 2016	First Aid Level One Course
16 December 2022	150 Hour Advanced Tefl/Tesol certificate

c) Tertiary Qualifications

Year & Institution	Course
Jan 2020 – July 2022 : MANCOSA	Higher Certificate in Business Management
Modules	
<ul style="list-style-type: none"> • Project Management • Business Management 1A • Fundamentals of Marketing • End User Computing 	<ul style="list-style-type: none"> • Introduction to Business Law • Business Communication • Accounting and Finance • Business Mathematics

3. Personal Details

Surname: Singh
Name: Kriyal
Postal Address: 17 Benetta Crescent, Newholme, Pietemartitzburg, South Africa
Telephone Number: (033) 3911344
Mobile Number: 065 949 9382
Email: kriyalsingh869@gmail.com
Date of Birth: 20 April 1999
Sex: Female
Nationality: South Africa
Availability: Immediately
Criminal Offence None
Preferred Language: English for correspondence

4. References

Name	Position/ Qualification	Contact Details
Mr Moses Naicker	Warehouse Supervisor	033 846 3800
Mrs Moodley	Mentor	033 3875572
Mrs T E Ntuli	Deputy Principal	033 3875572
Ms A Singh	Tlou Consult Director	072 2253797

d) Language

	Speak	Read	Write
English	Good	Good	Good
Afrikaans	Fair	Fair	Fair