

Dear Hiring Manager,

I am writing to express my sincere interest in any available vacant employment opportunities at your organization. As a highly motivated and skilled individual, I am excited about the possibility of contributing my abilities and experiences to your esteemed organization.

I hold a Bachelor of Commerce Honours degree and a Teach English as a Second Language Certificate, which have provided me with a solid foundation in both business principles and effective communication. Throughout my academic and professional journey, I have actively pursued diverse experiences in various corporate fields. These experiences have allowed me to cultivate a well-rounded skill set that encompasses critical thinking, problem-solving, teamwork, and adaptability.

Moreover, during and after my secondary and tertiary education, I proactively engaged in seasonal entrepreneurial ventures, which provided me with invaluable opportunities to develop and demonstrate my ability to manage responsibilities independently.

Despite the challenges posed by the Covid-19 pandemic, I remained determined to utilize my skills and expertise. During this time, I endeavoured to establish an office administrative business, either from my residence or from a dedicated office space. Although faced with obstacles in acquiring a customer base, this experience further reinforced my dedication to pursuing excellence and adapting to ever-changing circumstances.

Yours sincerely,

[Miss Sasha Singh]

PERSONAL DETAILS

ADDRESS: 138 Glenardle Road,

Brighton Beach

Durban

4052

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IDENTITY NUMBER: 9403140057081

HOME LANGUAGE: English.

SECOND LANGUAGE: Afrikaans

GENDER: Female.

NATIONALITY: South African

RACE: Indian.

RELIGION: Hinduism.

MARTIAL STATUS: Single.

DRIVERS LICENCE: Code B (Automatic transmission).

CLUB: Art of Living Foundation.

DISABILITY: Bipolar mood disorder, controlled with counselling and medication.

NOTICE PERIOD: Two Weeks.

EDUCATION:

<u>YEAR</u>	<u>INSTITUTE</u>	<u>QUALIFICATION</u>
2022 - 2023	South African Board of People Practitioners and South African Qualifications Authority.	Category C Level of the Learning Program Matrix.
2022-2022	A5 Competence Evolution PTY.	Business Administration Level Four Qualification.
2020-2021	The TEFL LIFE.	Certificate in Teaching English as a Foreign Language and Teaching English Online.
2017	Regent Business School.	Bachelor of Commerce Honours Degree.
2014-2016	Regent Business School.	Bachelor of Commerce Degree.
2013	Regent Business School.	Higher Certificate in Business Management.
2008-2012	Grosvenor Girls' High School.	Matriculated with National Senior Certificate.

LEADERSHIP:

- Chess Captain: Grosvenor Girls' High School Chess Club – Durban, South Africa (2012).

ACHIEVEMENTS:

- The Lorna Dovey Trophy for Achievement: Grosvenor Girls' High School – Durban, South Africa (2012).
- Publication: Dark is Beautiful: Blog on the deception of fairness creams – Durban, South Africa (2019).
- Guest Speaker: The topic was 'Metal Health' to the Teenagers Against Drug Abuse Club: Grosvenor Girls' High School – Durban, South Africa (2022).

COMPUTER SKILLS:

- Microsoft Office, Internet, and Outlook.
- CANVA and Digital Design.
- Social Networking.

WORK EXPERIENCE:

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
01 September 2023 – 11 December 2023.	EThekweni Ward 66 (Ward Councillors Office).	Serving as an administrator.

Duties:

- ✓ I facilitate administrative functions, ensuring seamless workflow within the organization.
- ✓ I proficiently enter and manage data with a high degree of accuracy.
- ✓ I play an integral role in managing inquiries and organizing events for the Democratic Alliance.
- ✓ I provide essential support for community inquiries, ensuring efficient and effective responses.
- ✓ I collaborate with the Youth Development Centre at the Department of Social Development to recruit qualified candidates matching specific job descriptions.

- ✓ I expertly input and maintain data using specialized software, namely Voter Record Maintenance.
- ✓ I actively participate in coordinating Democratic Alliance protests and canvassing efforts.
- ✓ I promote community events by strategically disseminating information through various social media platforms and groups.
- ✓ I actively contribute to the community feeding program by providing valuable support and assistance in its operations.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
12 December 2022 –11 December 2023.	eSTUDY Learning Academy.	Serving as a mentee.

Duties:

- ✓ I am enrolled in a study program with this organization and receive a stipend.
- ✓ I secured an alternative hosting solution.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
03 July 2023 – 03 August 2023.	AMS Attorneys Inc.	Served as a Legal Admin Assistant

Duties:

- ✓ I create Marketing Plans for the business.
- ✓ I create Marketing Plans for the Bluff Ratepayers and Residents Association.
- ✓ I assist with administration.
- ✓ I assisted with front office.
- ✓ I assisted with events.
- ✓ I assist with creating educational PowerPoint presentation.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
21 June 2023 – Current.	Tupperware.	Serving as a Part-time Commission-based Sales Consultant.

Duties:

- ✓ I am attempting to sell Tupperware.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
01 February 2023 – 30 June 2023.	Private-I Corp.	Served as a Business Analyst.

Duties:

- ✓ Involved in social networking for the organization, managing social media accounts using Hootsuite.
- ✓ Assisted in bookkeeping tasks.
- ✓ Familiar with Nebula Wurks, Hubspot, Bitrix 24, and ChatGPT.
- ✓ Assisted in creating marketing scripts.
- ✓ Engaged in data capturing for the courses offered by Private-I Corp.
- ✓ Assisted in research, contacting potential customers, and organizing meetings with them.
- ✓ Engaged in Business-to-Business interactions.
- ✓ Provided support in project administration.
- ✓ Assisted with secretary duties.
- ✓ Helped with data capturing for tender documents and reports.
- ✓ Assisted in creating sections of learning guides and learning activities.
- ✓ Engaged in contacting educational institutions for collaboration or partnerships.
- ✓ I aided in creating educational videos.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
01 June 2023 – 23 June 2023.	AMC Cookware.	Served as a Part-time Commission-based Sales Consultant.

Duties:

- ✓ I advertised, and promoted products and specials.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
01 June 2023 – 23 June 2023.	Honey Fashion Accessories.	Served as a Part-time Commission-based Sales Consultant.

Duties:

- ✓ I advertised, and promoted products and specials.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
18 December 2022 – Current.	Annique Rooibos.	Serving as a Part-time Commission-based Independent Consultant.

Duties:

- ✓ I advertised and promoted products and specials.
- ✓ I sold the organizations products.
- ✓ I assist individual with information on how to join and become an independent consultant.
- ✓ I engage in private transactions with a select group of individuals, primarily consisting of close acquaintances, involving the purchase and sale of various items.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
04 December 2022 - Current.	Avon-Justine.	Served as a Part-time Commission based Independent Consultant.

Duties:

- ✓ I advertised and promoted products and specials.
- ✓ I sold the organizations products.
- ✓ I created a hamper for a charity drive.
- ✓ I assist individuals to join Avon- Justine as sales consultants.
- ✓ I assist individuals in finding Avon-Justine sales consultants near their residence to purchase products.
- ✓ I engage in private transactions with a select group of individuals, primarily consisting of close acquaintances, involving the purchase and sale of various items.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
10 October 2022 – 10 January 2023.	Project C Foundation.	Served as an unpaid flexible-hour Public Relations Intern.

Duties:

- ✓ Aided in creating videos with voice-overs for the organization.
- ✓ Assisted in social networking activities.
- ✓ Sent out emails to potential influencers and partners using ZOHO.
- ✓ Wrote a Key Performance Indicator (KPI) report and a Progress report.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
10 January 2022 – 23 December 2022.	Private Property.	Served as a Graduate Learner.

Duties:

- ✓ Learned to use Fusion and assisted in adding and removing agencies.
- ✓ Reposted employment vacancies on LinkedIn.
- ✓ Aided in posting company event photographs on ZOHO Connect.
- ✓ Learned to use Omni Trak and assisted in various tasks such as removing listings, using Shapeless, implementing price reductions, and removing expired or reported listings.
- ✓ Learned to use ZOHO and provided support with ZOHO CRM, including Insights Access.
- ✓ Created accounts, sent text messages, and emailed customers and relationship managers.
- ✓ Learned to use ZOHO Desk and provided assistance with chats, tickets, and reported items.
- ✓ Learned to use Anubis and assisted customers with requests related to unsubscribing from alert emails, creating accounts, removing accounts, and managing customer details.
- ✓ Managed excessive emails by sending decline messages for emails older than six months and accepting new emails.
- ✓ Learned to use ZOHO Connect and contributed to posts for the organization.
- ✓ Learned to use ZOHO People, set goals, tracked progress, and updated individual progress within the organization.
- ✓ Assisted with Quality Assurance tasks.
- ✓ Aided in creating profiles for customers.
- ✓ Viewed property videos and photographs.
- ✓ Accompanied a relationship manager on-site during a customer visit.
- ✓ Added dates to the company calendar.
- ✓ Conducted research on specific topics for the Senior Business Partner.

- ✓ Served as a member of the organization's Employment Equity committee.
- ✓ Analyzed listings.
- ✓ Provided assistance with private sales.
- ✓ Aided in managing the spam inbox.
- ✓ Assisted with Business-to-Customer (B2C) queries.
- ✓ Provided support with feeds.
- ✓ Helped with property search queries.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
30 January 2022.	I worked as a freelancer.	Served as a Freelance Digital Sketch Artist.

Duties:

- ✓ I created three digital sketch art pieces.
- ✓ I sold the three digital sketch art pieces.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
10 February 2020 – 31 March 2020.	Vision Verification.	Served as a Junior Administrator.

Duties:

- ✓ Assisted with the management of leave forms for employees.
- ✓ Engaged in data capturing, and office administration, and provided assistance to the Marketing department.
- ✓ Aided in protecting and handling confidential information.
- ✓ Managed payroll and U-filing tasks.
- ✓ Prepared quotations and invoices.
- ✓ Conducted capturing for non-conformance, corrective action, and clearance reports.

- ✓ Assisted with preferential procurement initiatives.
- ✓ Provided support with couriering tasks within the company.
- ✓ Managed stationary control and inventory.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
08 May 2019 – 01 September 2019.	Tupperware.	Served as a Part-time Commission-based Sales Consultant.

Duties:

- ✓ I advertised, and promoted products and specials.
- ✓ I assisted individuals with information on how to join Tupperware as a sale consultant.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
02 May 2019 – 31 August 2019	LSC- Simunye.	Served as a Human Resource Intern.

Duties:

- ✓ Assisted with advertising vacancies, recruitment, selection, and training, development, and induction processes.
- ✓ Organized uniforms and maintained inventory for employees on a client's site.
- ✓ Managed employee organization and scheduling for a client's site.
- ✓ Provided support with payroll operations.
- ✓ Assisted with switchboard operations and office administration.
- ✓ Conducted inventory takes and maintained inventory control.
- ✓ Contacted customers, requested employee timesheets, and emailed customers new employee timesheets.
- ✓ Verified employees' timesheets against the PRP clocking system.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
17 September 2018 – 30 April 2019	LSC – The Hospitality Solutions Company.	Served as a Human Resource Intern.

Duties:

- ✓ Assisted with payroll management.
- ✓ Provided support in recruitment, selection, training, development, induction, leave management, and terminations.
- ✓ Assisted with organizing events on client sites and managing employees for clients.
- ✓ Contributed to office administration tasks.
- ✓ Conducted inventory takes and maintained inventory control.
- ✓ Aided in networking with hospitality schools and clients.
- ✓ Assisted in arranging transportation for employees and managing transportation costs.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
06 September 2018 – 28 September 2018.	Honey Fashion Accessories.	Served as a Part-time Commission-based Sales Consultant.

Duties

- ✓ I advertised and promoted products and specials.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
30 August 2018 – 05 September 2018.	AMC Cookware.	Served as a Part-time Commission-based Sales Consultant.

Duties:

- ✓ I advertised and promoted products and specials.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
12 February 2018 – 03 April 2018	St. Gerard's ECD Centre.	Served as an Office Assistant.

Duties:

- ✓ Provided support in office administration tasks.
- ✓ Assisted with running errands.
- ✓ Contributed to inventory control and conducting inventory takes.
- ✓ Aided the financial administrator in tracing the accounts of parents.
- ✓ Assisted in basic Human Resource Management functions.
- ✓ Supported in organizing events.
- ✓ Babysat children while educators were in meetings.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
20 October 2016	Regent Business School.	Served as an unpaid usher for the morning and helped with the set-up of the venue.

Duties

- ✓ I helped with the set-up of the venue on the day. I went down to the other floors to call the students up to the venue when the market day was ready to take place.
- ✓ I wrote the report for the market day.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
23 September 2016	Regent Business School.	Served as an unpaid usher for the morning.

Duties

- ✓ I welcomed guests and showed them to their seats.
- ✓ I ushered guests inside the Regent Business Schools' new building.
- ✓ I wrote two reports on the event. One report was for "The Oral History Association of South Africa (OHASA)" and the other was for Regent Business Schools Management.
- ✓ I took photographs and added them to my personal Instagram account with the correct hash tags.

<u>YEAR</u>	<u>INSTITUTE</u>	<u>ROLE</u>
Three days in the July school holidays 2011.	Isipingo Police Station.	Served as an unpaid Admin Assistant.

Duties:

- ✓ I checked logbooks against a register,
- ✓ I created new logbooks.
- ✓ I assisted in filing Human Resources leave forms.

REFERENCES:

<u>NAME</u>	<u>RELATIONSHIP TO ME/ TITLE</u>	<u>EVIDENCE/ CONTACT DETAILS</u>
Mrs. Linda Jorgensen.	High School Principal.	A testimonial letter upon be provided upon request.
Mr. Shaheen Khan.	Academic at Regent Business School.	A testimonial letter upon be provided upon request. shaheen.khan@regent.ac.za 031 304 4626
Mrs. Mishka Singh.	Senior Human Resources Business Partner At Private Property.	A testimonial letter upon be provided upon request.
Mr. Devashis Jena.	Managing Director of Project C Foundation.	A testimonial letter upon be provided upon request.