

## **Alisha Maria Haywood-Singh**

Home address: 4 Stratford Avenue Rochdale, OL11 3RA

DOB: 14<sup>TH</sup> September 1993

Mobile Number: 07478220181

[amhaywoodsingh@outlook.com](mailto:amhaywoodsingh@outlook.com)

### **Work**

#### **Farrel Limited**

*August 2013-present*

Currently I am employed by Farrel Limited working as the Engineering administrator. Whilst at Farrel I have achieved my NVQ Level 3 in Business Administration. I have also gained a qualification in Microsoft Access Intermediate and Creo Elements 2D drafting. I also possess knowledge of all Microsoft office programs, DraftSight and eDrawings.

Main duties include

- Updating part information, in accordance with approved engineering change requests (ECN)
- Logging and processing information in SAP, i.e. engineers' timesheets
- Generating Engineering reports
- Generating monthly reports for stores on SAP
- Generating weekly stock reports
- Maintain and update databases for the sales department regarding order information
- Produce drawing packs for the customer manuals
- Data entry of all relevant documentation
- Maintaining the records of the CAD drawings
- Produce drawing packs for the engineers on the shopfloor
- Maintaining records and ordering supplies for conference rooms, stationery etc.

### **Education**

I started a BSc in Business Information Technology in September 2012 at Leeds metropolitan university but left in December 2012 as I didn't enjoy the course. I am currently employed by Farrel Limited, where I am responsible for administration duties in the Engineering department.

#### **Rochdale Sixth form College 2010 to 2012**

A2 results

ICT grades DC

Psychology E

Certificate of Personal Effectiveness Level 3 70 UCAS points.

At the college I was a member of the student council where we made decisions about the college's wellbeing. I was a member of the events committee where I helped organize activities to raise money for charity. I was also a member of the student executive team where I helped with the finance committee.

In college I was involved in the enrichment program, where I learned to speak basic Italian, I also learned about the art of Mahjong and was the stage manager for the college play.

#### **Oulder Hill Community School 2005-2010**

I obtained the following GCSES

ICT: A and B

English: C

English Lit: C

Math's: C

Statistics: C

German: C

Reference available upon request

Textiles: C  
PE: C  
Science: D  
Additional science: D

At Oulder Hill I was a member of the year 11 student council, where we helped to make decisions to improve the school.

## **Voluntary Work experience and achievements**

Shamwari project 2013 to present

- I volunteer at a local group for refugees and asylum seekers where I help organize the art and craft activities for the children. From this it has helped me get along with people from all over the world.

Springhill Hospice Tea Room, July 2018 to present

- I volunteer in the local hospice tea room. The general duties involved are taking customer orders, making barista style hot drinks and general café duties

In addition, I have also gained the following certificates

- PADI Open Water  
Now that I have gained my PADI Open Water certification I hope to go on and gain more qualifications and experience in scuba diving.
- Sailing RYA level 2
- Powerboat Level 1 and 2
- Canoeing and Kayaking Level 2
- Swimming Level 12
- Green card in climbing
- Young leaders award
- Duke of Edinburgh Bronze award  
As part of my Duke of Edinburgh award, I spent a year as a volunteer for the local brownies group.

## **Skills**

My work experience has enabled me to learn team work skills as well as being able to work on my own independently.

From working at Farrel and my voluntary work this has enabled me to interact and communicate with people from different cultures and backgrounds.

Whilst working at Farrel I have learnt a considerable amount about the rubber mixing industry. I've also strengthened my abilities to work independently and within a team and manage my time efficiently.

From all this I have gained confidence and matured as a person.