

ISHA RAI SYAL

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Hardworking and energetic Psychology graduate. Worked with a very diverse group of clientele and staff from other countries around the world on a daily basis. I have worked as an assistant to the director and have four year's work experience in care (for people with special needs). As well as experience in other fields such as, sales and other voluntary jobs. Enjoy working in an environment that is rewarding as well as challenging. Looking forward to joining a reputable company and fulfilling my duties while adhering to the company's ethics, policies and regulations, also focusing on maintaining respect and good communication amongst team members and clients.

Experience

Assistant to Director, Binny Icecream, Patiala

Dec 2020-Oct 2024

- Assisting in developing and implementing plans and goals for the department.
- Working with the director to coordinate and supervise daily operations.
- Ensuring compliance with regulations and internal policies.
- Develop and maintain strong relationships with key clients, acting as the main point of contact for ongoing communication and support.
- Ability to function well in a high-paced environment; performs additional duties as assigned by the Director.
- Excellent communication and time management skills; proven ability to meet deadlines.

Support Worker, Scotia Heights, UK

June 2016- Oct 2020

- Experience of working with adults and their families.
- An effective team player who collaborates well with other people but who is also self-motivated.
- Good communication skills (both verbal and written).
- Good organisational skills with the ability to take my own initiative.
- Excellent time keeping and time management skills.
- A good listener with the ability to take advice/guidance and act accordingly.
- A professional, polite and enthusiastic attitude to all activities undertaken.
- An understanding of safeguarding responsibilities.
- An ability to work within a multi-agency setting.

Customer Service Champion, Shell

Sep 2015 – Jan 2016

- Cash handling.
- Attending training and meetings with the retailer and team.
- To update and maintain files.
- Organising training materials of team members and staff.

VOLUNTARY WORK EXPERIENCE

Annual Psychology and Me Event, Staffs University, UK

27 February 2020

Assisted with use of driving simulator task, an equipment used in research to see how different stimulus can affect driving.

Assisted professors with the display and use of equipment.

Collected data, while guiding participants on how to use the equipment.

Student Academic Representative, Staffordshire University

Sep 2015 – Jun 2016

Represented the student body to develop and improve facilities within higher education.

Liaising with the management team to develop and deliver outstanding customer service.

Producing written reports to present to academic and business managers.

Attending business meetings, taking minutes and disseminating information.

Education

BSc (hons) Psychology, Staffordshire University, UK

2022

Level 6: Final year project, Conference presentation, Cyberpsychology, Health psychology, Typical and Atypical development, Children and pictures and Psychological intervention.

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Level 5: Cognitive and Biological determinants of Behaviour, Understanding Social World, Psychology of Crime, Contemporary issues in Psychology, and Further Research Methods.

Level 4: Foundation of Psychology, Perspectives in Psychology, People behaving badly, Comparative basis of Behaviour, and Introduction to Research Methods.

Twelfth, Army Public School, Patiala, Punjab, India

Geography, Economics, English, Physical Education and Psychology. 68.2%

Tenth, Army Public School, Patiala, Punjab, India

Mathematics, Science, Punjabi, English, Hindi, and Social Studies. 68.4%

Skills and interests

Language skills - English, Punjabi and Hindi all spoken and written.

Communication – developed excellent verbal and written communication skills – face to face conversations, telephone inquiries and professional emails.

Ability to write reports.

Problem solving.

Ability to reach deadlines.

Ability to work under pressure.

Teamwork & leadership - working as a student academic representative for my course enhanced my leadership qualities.

Interests – cooking, reading, listening to music and dancing.

References

References available upon request.
