



CARVEL DEVADUTH

B COM HR GRADUATE
/ ADMINISTRATIVE CLERK

Profile

I am a BCom graduate, majoring in Human Resources Management and General Management. I am enthusiastic about contributing to a more efficient organizational environment and work team. I am a good team player, a critical thinker, a fast learner, a kind soul that motivates those around me, goal-driven, vision-orientated and I will stop at nothing to succeed on my path.

EDUCATION

SECONDARY SCHOOL | 2014

Heather Secondary School

SECONDARY SCHOOL | 2015-2018

Howick Secondary School, Subjects: Mathematics, Physical Science, Biology, Accounting, English, Afrikaans, Life Orientation

TERTIARY EDUCATION | 2019-2022

University of KwaZulu Natal, Obtained BCom Degree in Human Resources and General Management


TERTIARY EDUCATION | 2024

Mancosa, BCom Honors Degree in Human Resource Management -in progress

SKILLS

- Supervisory/Management Skills
- Ability to use resources sustainably
- Reach targets and deadlines
- Sales and Customer service experience
- Critical thinking and analysis
- Computer Literacy
- Ability to work well in busy environment
- Strong Communication with customers and colleagues
- Corporate Social Responsibility skills
- Ability to adapt well to new environments
- Ability to act with Professionalism and understand the sensitivity of certain company information

CONTACT DETAILS

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ABOUT ME

Nationality: South-African

Gender: Female

Criminal Record: Clear

Languages: English (Proficient)
IsiZulu (Beginner)
Afrikaans (Intermediate)
Hindi (Proficient)

Computer Literacy: MS Office, Kerridge, SAGE 300, PINNACLE, Evolve

PROJECTS & LEADERSHIP ROLES

- 2013 Howick West Primary School Prefect
- 2015-2018 Howick Secondary School Library Monitor
- 2017 Umngeni Knights Chess with Mrs. S. Singh
- 2018 started a school garden to donate to less fortunate families in the community
- 2018 Howick Secondary School Prefect
- 2019 donations to Kazimula Orphanage with Revival Worship Church
- 2019-2022 Youth Leader @RevivalWorship Church
- 2021-2022 Supervisor of Midlands Promotion Team @PMB Promo Marketing Agency



WORK EXPERIENCE

2024
MARCH-
CURRENT

NMI FORD PIETERMARITZBURG | PARTS ADMINISTRATION CLERK

- DAILY BUYING AND ORDERING OF PARTS
- CONTROLLING BUYOUTS AND PURCHASES
- RELEASING OF DAILY STOCK INTO SYSTEM (EVOLVE)
- CONTROLLING OF BACKORDERS AND PROVIDING FEEDBACK WITH ETA DATES
- CONTROLLING OF CLAIMS AND ENSURING THAT RFC ACCOUNT BALANCES WITH CLAIMS
- DAILY VERIFYING OF INVOICING
- ENSURING INVOICES ARE RECEIPTED AND VERIFIED DAILY
- CONTROLLING OF MONTHLY DELIVERY COSTS ACCOUNT
- ENSURE PARTS ARE RECEIVED WITHOUT DISCREPANCIES AND CORRESPOND WITH INVOICING
- CREDIT NOTES MUST BE CAPTURED ACCURATELY AND NOT FALL INTO THE NEXT MONTH
- CONTROLLING OF DAILY CASH SALES AND APPLYING INVESTIGATIVE MEASURES FOR PAYMENTS NOT PROVIDED
- ENSURE PARTS RETURNED TO FACTORY ARE CAPTURED ON AN RFC AND FOLLOWED UP ACCORDINGLY WITH A CREDIT NOTE
- NOTIFY SALESMEN OF BACKORDERS AND ANY EFFECTS TO DAILY ORDERS
- MONTHLY OVERVIEW AND MONITORING OF GOODS IN SUSPENSE
- ATTENDANCE CONTROL AND MONITORING OF HR REQUIREMENTS ON A DEPARTMENTAL LEVEL



WORK EXPERIENCE

- 2023
NOV**
- CAWOOD ACCOUNTING SOLUTIONS | ADMIN**
- Processing of Bank Statements, Journals, Purchases and Receipts on Pastel Partner [19.4.2]
 - Calculating Returns- Input and Output VAT on Excel
 - Reviewing of Transactional Records for Financial Year on Excel against physical slips and invoices
 - Processing of Bank Statements to prepare for Financial Statements
- 2023
JULY-OCT**
- WEDGEWOOD CONFECTIONERY | SALES ADMIN SUPPORT**
- CUSTOMER QUERIES
 - CUSTOMER CARE, PROCESSING OF ORDERS, QUOTES, INVOICES ON A DAILY BASIS
 - LIAISING OF ORDERS AND CUSTOMER DELIVERY WITH DISPATCH ON A DAILY BASIS
 - ATTEND WEDKLY SALES MEETINGS AND ACHIEVE SALES TARGETS
 - INVOLVED IN GIFTING SPECIALIST FOR CORPORATE GIFTING AND OTHER EVENTS
- 2015-CURRENT**
- STARLITE FUNCTION HIRE | FAMILY BUSINESS | DIRECTING PARTNER**
- THE BUSINESS FOCUSES ON EVENTS PANNING SUCH AS EVENT DECOR, CATERING, CROCKERY, CUTLERY, VIDEOGRAPHY AND PHOTOGRAPHY.
 - THE BUSINESS HAS BEEN IN OPERATION FOR 25 YEARS, LOCATED IN HOWICK WEST
 - THE FAMILY BUSINESS WAS FOUNDED BY NAVEEN AND GEETHA DEVDUTH, AND IS RUN IN THEIR LOVING MEMORY BY VIDHOOR DEVDUTH AND CARVEL DEVADUTH.
- 2022-2023**
- QUATTRO LE FEMME MARKETING AND DESIGN | DIRECTOR**
- THE BUSINESS INVOLVES MARKETING FOR SMALL BUSINESSES THAT ARE NEW AS WELL AS INDIVIDUALS WHO DO SIDE HUSTLES LIKE AVON, INUKA, JUSTINE, ETC.
 - THE BUSINESS CONSISTS OF EQUIPMENT: PRINTER AND LAPTOP WHICH IS USED IN DESIGNING AND PRINTING OF FLYERS, BUSINESS CARDS, POSTERS, ETC
 - THE BUSINESS IS FOCUSED LARGELY ON THE DESIGN OF ADS FOR THE SMALL BUSINESSES, LIKE POSTERS, VIDEOS, AS WELL AS OTHER SMALL DESIGNS AND PRINTING THAT INDIVIDUALS REQUIRE.
 - SOME PRODUCTS THAT ARE UNIQUE TO THE QUATTRO LE FEMME BRANDING INCLUDES INTERACTIVE SCRAPBOOKS
 - THE BUSINESS MADE A R5 000 PROFIT FOR THE YEAR 2022-2023 WHICH WAS USED TO PURCHASE A NEW PRINTER AND LAPTOP
- 2023
JANUARY-APRIL**
- NMI FORD PMB | ASSISSTANT SERVICE ADVISOR DUTIES**
- CUSTOMER QUERIES AND ASSISSTING CUSTOMER COMPLAINTS
 - CREATING SERVICE/REPAIR BOOKINGS
 - CHECKING IN OF VEHICLES FOR DAILY SERVICE/REPAIRS USING BSI AND KERRIGE SYSTEMS
 - REQUESTING REPAIR/SERVICE AUTHORIZATION FROM INSURANCE COMPANIES
 - LIAISING WITH TECHNICIANS WITH REGARDS TO VEHICLE REPAIR/SERVICE UPDATES
 - LIAISING WITH CUSTOMERS WITH REGARDS TO QUERIES AND VEHICLE UPDATES
 - REQUESTING AUTHORIZATION FROM CUSTOMERS WITH REGARD TO REPAIRS/SERVICE ON VEHICLES
 - UPDATING AUTHORIZATING CLAIMS
 - UPDATING TECHNICIANS WITH CUSTOMER QUERIES/ AUTHORIZATIONS ON REPAIRS/SERVICE ON VEHICLES
 - ASSISTING CUSTOMERS WITH WARRANTY AND SERVICE HISTORY
 - RELEASING OF VEHICLES TO CUSTOMERS (INCLUDING ASSISTING CUSTOMERS WITH DELINEATING VEHICLE REPAIR/SERVICE)



WORK EXPERIENCE

2022-2023

NMI FORD PMB | GENERAL DUTIES

- MARKETING FOR PARTS AND NEW CAR SALES DEPARTMENT
- ASSISTING GUEST EXPERIENCE MANAGER IN PREPARATIONS FOR DEALERSHIP EVENTS AND FUNCTIONS
- ASSIST WITH MAZDA SERVICE BOOKINGS USING KERRIDGE SYSTEM

2022

(NOVEMBER-
JANUARY 2023)

NMI FORD PMB | HUMAN RESOURCES MANAGEMENT | INTERNSHIP

- NEW ENGAGEMENTS AND TERMINATIONS
- UPLOADING OF NEW ENGAGEMENTS ON SAGE 300
- PROCESSING OF OVERTIME AND INCENTIVES
- CERTIFICATES OF SERVICE
- UIF DOCUMENTS
- MEDICAL AID MEMBERSHIP APPLICATIONS
- ENQUIRIES
- APPLICATION AND PROCESSING OF LEAVE
- MIE AND KROLL CHECK
- MISA UNION MEMBERSHIP APPLICATIONS
- FILING OF DOCUMENTS
- ACKNOWLEDGEMENT OF DEBT, PROCESSING AND DRAWING UP OF CONTRACT

2022

(JULY-OCTOBER
2023)

NMI FORD PMB | PARTS DEPARTMENT | INTERNSHIP

RECEIVING CLERK DUTIES

- RECEIVING OF PARTS ACCORDING TO REGISTER AND LOCATING THEM USING KERRIDGE SYSTEM
- BINNING OF PARTS ACCORDING TO LOCATIONS, PART NUMBERS USING KERRIDGE SYSTEM
- COMPILING PSI REPORTS, ACTION PSI REPORTS THROUGH REGULAR CHECK ACCORDING TO RESPECTIVE LISTS AND RECORDING COMPLETE PSI REPORTS IN EXCEL SPREADSHEET
- PREPARATION OF STOCK TAKE
- CHANGING OF BIN LOCATIONS USING KERRIDGE SYSTEM

PARTS ADMINISTRATION DUTIES

- COMPILING DAILY AND MONTHLY CREDIT REPORTS, FILING AND SUBMITTING THEM TIMOUSLY TO MANAGER FOR AUTHORIZATION
- RFC: REQUESTING OF CLAIM FORMS IN THE PROCESS OF SENDING SPECIAL ORDER ITEMS BACK TO FACTORY IN THE EVENT THAT THE PART IS DAMAGED OR INCORRECT
- FILING OF CASH AND ACCOUNT INVOICES ON A DAILY BASIS
- FILING OF PARTS REQUISITIONS
- VERIFICATION OF INVOICES USING KERRIDGE SYSTEM
- RELEASING OF DAILY PARTS ORDERS USING KERRIDGE SYSTEM
- PURCHASE CONTROL: CREATING AND COMPILING AND ORDERING DAILY PARTS ORDERS
- INTERNAL PARTS TRANSFERS USING KERRIDGE SYSTEM
- PREPARTION FOR MEETINGS: WORK IN PROGRESS TUROVER, WORK IN PROGRESS GP, CALCULATING DAILY ORDER, CALCULATING TURNOVER AND GP PROJECTION
- PREPARATION OF DAILY REPORTS: CASH SALES REPORTS, TOTAL SALES REPORTS, VERIFICATION REPORTS

WORKSHOP ADMINISTRATIVE DUTIES

- LOADING OF VEHICLE DETAILS ONTO KERRIDGE SYSTEM
- CREDIT OF REQUISITIONS
- PRINTING OF JOB CARDS
- LOADING DAILY FITMENT BOOKINGS



WORK EXPERIENCE

2022

**(MAY-JUNE 10
DAYS AT THE
ROYAL SHOW)**

INDEPENDENT MEDIA TEAM SUPERVISOR

- CASH CONTROL OF DAILY SALES
- SUPERVISION OF TEAM TO OVERSEE AND ALLOCATE DUTIES
- STOCK CONTROL MANAGEMENT
- CUSTOMER CONTROL MANAGEMENT

2021-2022

(SEP-CURRENT)

PMB PROMOTIONS TEAM SUPERVISOR

- TRAINING YOUNG PROMOTERS TO GROW THEIR SKILLS AND EXPERIENCE WITH PEOPLE, TEACHING THEM PROFESSIONAL CONDUCT, ETHICAL BEHAVIOUR AND CONFIDENCE TO SUCCEED IN ACHIEVING GIVEN SALES TARGETS FOR THE DAY

2020-2021

(JAN-DEC)

HOME STYLE | SHOP ASSISTANT

- GREETING AND SERVING CUSTOMERS, MONITORING CUSTOMER ACTIVITIES, ARRANGING DISPLAYS, SHELVING AND LABELING PRODUCTS AND CONDUCTING CUSTOMER PURCHASES ACCORDING TO ORDERS

2015-2018

**(DURING
WEEKENDS AND
SCHOOL
HOLIDAYS AT
THE
FOLLOWING
PLACES
WHENEVER
WORK WAS
AVAILABLE)**

MANDYS CURRY | SALES AND CUSTOMER SERVICE

- HANDLING WALK-IN AND TELEPHONIC SALES AND ORDERS, SETTING UP AND CLEANING UP OF STALL
- INTERACTING WITH CUSTOMERS, SERVING THEM AND ASSISSTING WITH ORDERS

KIDZ CORNER |STALL SUPERVISOR AND ASSISTANT

- PREPARE ACTIVITIES FOR KIDS, GUIDE AND OVERSEE CHILDREN'S ACTIVITIES, PERFORM FACE-PAINTING AS PER CLIENT REQUEST

MUMS KITCHEN |WAITRESS AND WAITRESSING SUPERVISOR

- CATERING AND ATTENDING TO PEOPLE
- ASSISSTING IN PREPARATION OF FOOD, SETTING UP AND CLEANING UP OF EATING AREAS
- SUPERVISING OF WAITRESSING TEAM

MERRIVALE SUPERSPAR |CASHIER

- HANDLING OF CASH REGISTER AT POINT OF SALE AND LOADING CUSTOMER ITEMS INTO SHOPPING BAGS
- PERFORMING FINAL CHECKS ON DEFECTIVE ITEMS

STARLITE FUNCTIONS |CREATIVE MEDIA EDITOR

- VIDEOGRAPHY AND PHOTOGRAPHY OF EVENTS AS WELL AS,
- EDITING ALL PHOTOGRAPHY AND VIDEOGRAPHY OF EVENTS INTO A MOVIE PROJECT OR ALBUM



WORK REFERENCES

INDEPENDENT MEDIA

KARMESHAN

060 506 2422

PMB PROMOTIONS

SHARMAINE

083 661 0027

HOME STYLE

SARFRAAZ

033 330 2348

MANDYS CURRY/KIDZ CORNER

RASHIKA NAIDOO

082 730 4552

MUMS KITCHEN

PRANISHA SOMAROO

079 508 4882

MERRIVALE SUPERSPAR

SIMPHIWE

033 330 4092

STARLITE FUNCTIONS

SHAHEEN DEVADUTH

082 321 0015

WEDGEWOOD

CONFECTIONERY

SUAIFA MOHAMED

033 330 7444

FORD PIETERMARITZBURG

JULIAN SUJPATHY/NAVA

ANNAMALAY

033 392 4444



CERTIFICATES AND AWARDS

2019 JAN - 2022 DEC	BCOM DEGREE IN HUMAN RESOURCES AND GENERAL MANAGEMENT UNIVERSITY OF KWAZULU-NATAL
2022 AUG - 2023 FEB	YESYOUTH WORKPLACE SKILLS DEVELOPMENT PROGRAMME 40 MODULES BASED ON EMPLOYMENT YOUTH SKILLS DEVELOPMENT
2019 DEC 15	REVIVAL WORSHIP CHURCH SUPPORTING, GROWING AND LEADERSHIP OF YOUTH
2019 FEB 28	DUKE OF EDINBURGH/PRESIDENTIAL AWARD DUKE OF EDINBURGH INTERNATIONAL AWARD: SILVER STANDARD
2018 DEC	HOWICK SECONDARY SCHOOL HIGHEST IN THE GRADE FOR LIFE SCIENCE NSC EXAM, RECEIVED DISTINCTION FOR LIFE ORIENTATION
2018 AUG 15	ESKOM SCIENCE EXPO RECEIVED BRONZE MEDAL IN 2018, HOLOGRAM PROJECTOR
2018 MAR 01	DUKE OF EDINBURGH/PRESIDENTIAL AWARD DUKE OF EDINBURGH INTERNATIONAL AWARD: BRONZE STANDARD
2017 DEC	HOWICK SECONDARY SCHOOL LIBRARY MONITOR UNDER MRS. S. SINGH, ORGANIZING AND PLANNING OF LIBRARY EVENTS FOR SCHOOL CHILDREN
2017 DEC	HOWICK SECONDARY SCHOOL SECOND POSITION IN THE GRADE AND HIGHEST RESULT FOR AFRIKAANS: GRADE 11
2017 AUG 19	ESKOM SCIENCE EXPO RECEIVED THE ONLY GOLD MEDAL FOR THE ENTIRE MIDLANDS AREA 2017, BIOGAS GENERATOR FROM HOUSEHOLD GARBAGE
2016 DEC	HOWICK SECONDARY SCHOOL SECOND POSITION AND HIGHEST IN THE GRADE FOR MATHEMATICS AND ENGLISH: GRADE 10
2016 NOV	AMERICAN ACADEMY OF BALLET RECEIVED SILVER AWARD FOR BALLET PERFORMANCE
2016 AUG 29	HOWICK HOSPICE COMMUNITY SERVICE AWARD
2015 APR 15	HOWICK SECONDARY SCHOOL RUNNING OF THE SCHOOL LIBRARY WHICH WAS PREVIOUSLY CLOSED, TO HELP LESS FORTUNATE KIDS WITH INTERNET ACCESS
2015 DEC	HOWICK SECONDARY SCHOOL 2ND POSITION IN THE GRADE, HIGHEST IN THE GRADE FOR MATHEMATICS AND NATURAL SCIENCE: GRADE 9
2015 NOV 07	HOWICK HINDU CULTURAL ASSOCIATION CERTIFICATE OF PARTICIPATION IN AN EVENT TO RAISE FUNDS FOR TERMINALLY ILL CHILDREN
2015 MAY	AMERICAN ACADEMY OF BALLET RECEIVED SILVER DISTINCTION FOR BALLET PERFORMANCE