

Adnan Ghafoor

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Personal Profile

I have good thorough knowledge of computer software and hardware with an ability to easily work with others and solving problems that arise and effectively complete the task to the best of my ability, able to adapt to situations and quickly learn on the go.

I am learning C# and C++ while working at Hollingworth Academy by teaching myself and about networking.

I have knowledge of a wide variety of PC hardware and software. Good customer service is important so that you can answer questions and give a good impression so that the customer comes back. I have used Adobe products like Photoshop and Illustrator and Microsoft Office while at college. I also have some knowledge in Ecommerce.

Education and Qualifications

Full Stack Flex Part-Time **March 16th 2020-Expected September 19th 2020**
Advanced Level Apprenticeship in IT, Software, Web & Telecoms Professionals
IT Essentials (Cisco)
Personal Development Programme

Level 3 IT Apprenticeship **February 1st 2016- August 11th 2017**
Advanced Level Apprenticeship in IT, Software, Web & Telecoms Professionals
IT Essentials (Cisco)
Personal Development Programme

Ultima Skills Training, Rochdale **June-July 2014**
Level 1 Employability and Personal Development

Rochdale Sixth Form College, Rochdale **Sept 2010-July 2012**
A-Levels:
A-Levels in Applied Information and Communications Technology (C/D) and Law (C)

Balderstone Technology College, Rochdale **Sept 2005-July 2010**

GCSE's in the following subjects:

Mathematics (C)	English (C)
Science (C)	Graphics (C)
ICT (C)	Electronics (D)
Physics (D)	

Work Experience

Hollingworth Academy, Milnrow
Full Stack Developer (Trainee)
Completed Level 3 IT Apprentice

1st February 2016-Present

I maintain the Office 365 environment. I use active directory and azure active directory on a daily basis.

I completed an IT Apprentice and I worked on the Virtual Learning Environment (VLE), adding resources to the VLE for students. I also helped teachers and students with questions and technical errors with their electronic equipment such as laptops, projectors and desktop computers. I learnt how to programme using Hyper Text Mark-up Language (HTML), Cascading Style Sheets (CSS) and JavaScript.

I am also learning PHP, C#, C++. I have completed a Microsoft Course (M20347 Enabling and Managing Office 365).

**Shop Direct (Blue Arrow), Rochdale
Warehouse Operative**

19th Oct 2015-1st Jan 2016

Working at the warehouse I put boxes of stock on shelves for the pickers. Once I learnt how to work efficiently I helped new employees with questions and difficulties they had.

**JD Warehouse, Rochdale
Warehouse Operative**

19th Oct 2014-20th Oct 2015

While working at the warehouse my duties were to scan boxes of items and stack them on shelves. I got trained in quality control, order picking, inbound and exit coding. I also helped colleagues with questions about the work.

- Worked to deadlines
- Time management (getting to work and taking appropriate amount of time for breaks)
- Ensuring health and safety standards were met

**Work Experience: Debt Correct, Rochdale
Admin Assistant**

Feb-Mar 2014

During my time working in this company the duties that I did on a day to day basis were; filing confidential information and posting debt management and PPI claims packs. Sorted files and did some faxing of documents. I also helped the other with documents and shredded files that were not needed so that the information remains confidential. I also carried out the following tasks on a daily basis;

- General Office duties
- Time management in order to complete the mailing on time
- Working in a team to meet tight deadlines

**Voluntary work: Scope, Rochdale
Retail Assistant**

Oct-Nov 2013

Working as a volunteering assistant I helped the other staff sort clothes, worked on the shop floor and on the till. I also dealt with customer queries face to face and also put clothing on the shop floor. I carried out the following duties on the shop floor;

- Handling cash and card transactions
- Good level of communication skills
- Ensuring I delivered a high level of customer service at all times

Skills

My skills that I have learned are:

- IT skills with multiple software i.e. Microsoft Office, Adobe Photoshop, Adobe Illustrator, Adobe Flash, Dreamweaver and other software with good knowledge in networking
- IT skills with hardware i.e. built my own computer. First disassembled old computer and upgraded the computer with a new motherboard, graphics card, power supply (semi-modular) and memory (RAM)
- Office admin work e.g. mailing important documents, filing and general duties
- Good understanding of criminal law
- Good understanding of electronics hardware and Physics

Hobbies and Interests

I like to learn new things and to socialize with people. I also like to help people when I can. I like using software like Photoshop to create something new. I also like researching about hardware and using the computer to complete tasks.

References given upon request