

Alamgir Alom

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PERSONAL SUMMARY

I am a hardworking, polite, and self-motivated worker who can work in busy differing environments and be part of a team. Mainly result-driven and work to achieve set goals. I am a person who is willing and capable of learning new technical skills and different methods of working practices. Honest and a reliable worker with the full commitment given to tasks. Ability to communicate with stakeholders while being an asset to the company. Given the opportunity, I will succeed.

CAREER HISTORY

Kindly Illustrated - Print Designer/Administrator

Aug 2019 - Present

- Using traditional methods of silk screen printing to print on various items of clothing.
- Design and sketch ideas and from inception to print using Adobe packages
- Collate all relevant documentation
- Reconcile goods receipt to purchase orders
- Check deliveries and match files/document
- Resolve any receiving discrepancies and inform supplier/buyer where necessary
- Ensure documentation is received in a timely manner

London Swimming Pool Company - Trainee Cost Manager

Aug 2017 - Jul 2019

- Responsible for managing the costs and managing small refurbishment projects subcontractors simultaneously and included working in both the Contract and Refurbishment departments of the company with tasks assigned to assist with procurement and package negotiations and contract cost management.
- I assisted with applications and used Sage to invoice clients and produce sub-contractor invoice evaluation for payment. Dealing with a number of projects and liaising directly with clients.
- Carried out a contract cost analysis and reporting and final account compilation and actioned variation for submittal and approval and produce buy/sell compilation, and quotes comparison.

IS Ameen (Construction Consultancy) - Trainee Quantity Surveyor/Administrator

Apr 2015 - Aug 2015

- Carried out administrative duties on behalf of QS including answering queries via phone, email
- Collate information related to projects
- Assisted Senior QS on-site and from office
- Coordinating a tender list for approval taking and minutes of subcontract post-tender/pre-order meetings
- Maintain good relationships with stakeholders and colleagues
- Manage difficult situations in a calm manner where disputes arose

Sainsbury's - Customer Service Assistant/Baker

Feb 2009- Dec 2017

- Carrying out varied duties across shop and warehouse
- Replenishing and rotation of stock
- Handle deliveries accordingly and safely
- Deal with customers on the shop floor and assist them with inquiries
- Work as a team to meet targets and individually
- Adhere to food safety and hygiene

KEY SKILLS & COMPETENCIES

Organized and methodical approach to meet deadlines
Commercial awareness with entrepreneurial quality
Self-motivated and perseveres through action
Use of initiative to problem solve
Able to coordinate multiple tasks
Move forward by negotiation and persuasion skills
Dedicated to ongoing self-development
Remains calm and focused even at pressure
Friendly and approachable individual

TRAINING & EDUCATION

TechTalent Academy – Data Science	Nov 2021 - Current
A current participant in an intensive 14-week course focused on the fundamentals of data science delivered through a combination of interactive group learning and weekly home learning tasks. This course will allow me to gain knowledge and skills in the manipulation of data using NumPy and Pandas and illustrate data visually using Python libraries including matplotlib, Altair, and other software packages such as power BI and Tableau	
Salesforce Administrator Trailhead	July 2021 - Current
I am self-learning Salesforce via Salesforce Trailhead and other resources where I can be certified by the new year, obtaining this role will accelerate my learning with best practices within Salesforce and gain a long-term career within the CRM ecosystem	
AWS Skillbuilder	July 2021 - Current
This digital training will help me gain knowledge in foundational AWS Cloud concepts such as AWS services, security, architecture, pricing, and support while preparing for the AWS Certified Cloud Practitioner certification.	
University of Greenwich - HND Quantity Surveying	2015 - 2017
Areas of study and modules inc: Building Law and Contract Administration Construction Economics & Finance, Construction Management Management Principles, Tendering and Estimating Building Design and Maintenance Studies Quantity Surveying Practice & Management Site Engineering and Surveying, Computer-Aided Design	
Tower Hamlets Sixth Form College	
Access to Higher Education Diploma Computing	2011 - 2012
Diploma in Digital Applications	2007 - 2008
St Pauls Way Trust School	2007 - 2008
Five GCSE's incl. English, Maths & Science	

INTERESTS & HOBBIES

I enjoy playing sports activities football, badminton, and occasional e-biking.
I love being creative, such as using music production software to produce compositions. Use of new technology e.g. flying drone to explore and take ariel photography and staying up to date with advancements in the world such as business, finance and politics.