

ADESH SOOKDEWO

CONTACT



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Sutton, London

EDUCATION

University Of Greenwich

BSc Hons Computer Science - 2:1
(Upper Second)

Cheam High School

4 A-Level in Computing, Use of Maths, Design Technology and Travel and Tourism

SKILLS

- Customer Service
- Logistics
- Communication Skills
- Organisational Skills
- Problem Solving
- Time Management
- Attention to Details
- Quality Control
- Self-Motivated
- Microsoft Office
- Data Entry
- Data Analysis

PROFILE

I have developed strong organisational and time management skills through my volunteering and work experience. I am capable of working autonomously and taking the lead when necessary. I have gained technical and interpersonal skills through my customer service roles. My attention to detail ensures that all tasks are completed accurately and in a timely manner.

WORK EXPERIENCE

Sainsbury's - Online Shopper | Present

- Ensure customers' orders are packed and delivered within the expected time frame.
- Evaluate different alternatives and persist in finding the right product, if the customer's initial option is unavailable.
- Ability to communicate effectively with managers to address matters related to customer, order, and equipment.

Audi - Assistant Mechanic | School work experience

- Maintaining inventory of tools and supplies.
- Performing duties assigned by senior mechanics and supervisors.

Halford Autocentre - Assistant Technician | School work experience

- Executing routine maintenance tasks efficiently.
- Diagnose mechanical problems by inspections and providing cost effective solutions.

VOLUNTEERING

Society at University of Greenwich

President

- Managing multiple projects and allocating tasks.
- Administrating and leading multiple teams.
- Evaluating and selecting the most promising offer that would benefit students.

Vice-President

- Communicating with various different teams and organisation
- Maintaining financial records and budgeting for upcoming campaigns
- Keeping records up-to-date and consistently completing paperwork.

Event Manager

- Gathering feedback, questions, and comments, and presenting the findings to other committee members.
- Coordinating events and cultivating relationships with participants.
- Organised a charity campaign with Human Aid