

Adhan Nur

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Summary

Detail-oriented analytical thinker offering sharp time management, organizational, and research skills. I am a recent graduate with a BSc (Hons) in Psychology with placement, seeking an entry-level data analysis position. With five years of experience working in hospitality, I have a track record of achieving corporate objectives while delivering outstanding services, resulting in high customer satisfaction. Additionally, I have experiences in the clinical and research fields in Psychology.

Skills

Technical Skills: Excel (Formulas, Pivot tables, XLOOKUP, conditional formatting & data cleaning)

SQL, Python, Tableau & Power BI. Plus basic HTML & CSS

Project Delivery, Continuous Improvement, SPSS software, and Qualtrics (data collection).

Education & Certifications

BSc (Hons) Psychology [with placement] Modules include: Bio Psych (A), Statistics (B), & Clinical Psychology (B)	<i>Brunel University London</i>	<i>Graduated 2021</i>
Google Data Analytics Professional Certificate	<i>Coursera</i>	<i>September 2022</i>
Mobile Marketing	<i>Google Digital Garage</i>	<i>January 2022</i>
Fundamentals of Digital Marketing	<i>Google Digital Garage</i>	<i>January 2022</i>
Psychological First Aid	<i>Coursera</i>	<i>February 2021</i>

Work Experience

Assistant Supervisor Working at an independent family-run supermarket, butcher shop and cafe. <ul style="list-style-type: none">➤ Trained staff on health and safety, till use & cashing out.➤ Managed incoming deliveries and completed quality control over inventory.➤ Completed deliveries to our customers and carried out customer satisfaction reviews.➤ Deputised for store manager on several occasions and ensured the store is maintained at all times.➤ Produced ad hoc reports on product sales and income via Excel.	<i>Bandar Supermarket</i>	<i>April 2022 - Current</i>
Customer Service Assistant <ul style="list-style-type: none">➤ Organised, labelled & processed over 100 items daily accommodating constantly changing shipping schedules & delivery times➤ Demonstrated leadership and management abilities➤ Contribute to store sales & cost control➤ Performed daily quality checks to ensure damaged items were recorded and removed➤ Understand customer needs & spot selling opportunities➤ Cashing out tills & handling thousands of pounds of cash daily and accurately recording.	<i>M&S</i>	<i>August 2021 - Current</i>
Team Member Star Hot Chef <i>August 2020</i> <ul style="list-style-type: none">➤ Worked with a group of 5 team members to improve daily sales and breaking area records for the highest gross income on the weekend, by utilizing key performance indicators for hourly & weekly food sales.➤ Responsible for producing the highest quality product and trained new colleagues on key aspects of the job.➤ Received additional training in Health & Safety (including First Aid), COSHH handling as well as Barista training.	<i>Pret A Manger</i> <i>(Promotion)</i>	<i>Nov 2018 – Jan 2020</i> <i>Jan 2020 –</i>

Research Assistant*Brunel University London**Dec 2019 – June 2020*

- Contributed ideas into multiple projects in the Centre for Culture and Evolution with a primary focus on the 'Infidelity Motivation' study.
- Conducted data analysis (SPSS, Qualtrics & Excel), designed experiments (via Gorilla), prepared ethics applications, edited research proposals, and contributed to research papers.

Assistant Vocational Teaching Officer*OPTIONS West London Community College**Aug 2018 -Dec 2018***Bank Life Skills Practitioner***May 2019 – Jan 21 (Periodically)*

Worked one-on-one with adults who are living with autism alongside, learning disability, depression, anxiety, muscle dystrophy, fragile X and reduced communication skills. I assisted the speech and language therapist in implementing therapeutic techniques.

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| ➤ Basic Makaton (simplified sign language) | ➤ Risk management |
| ➤ Leading life skills sessions (including maths and road safety) | ➤ Planning |
| | ➤ Daily/Monthly evaluation of progress |

During this time, I further enhanced my skills by completing a 'Care Certificate Standard Level 1'