Alex Sinos

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Gender: Male **Nationality:** Greek, British

ABOUT ME

IT and Computing student at The Open University, developing skills in areas such as software development, data analysis, cybersecurity, and IT infrastructure. Actively learning through coursework and personal projects, with a growing understanding of web development, programming, and system administration. Seeking an entry-level role in computer science to build practical experience and continue learning from experienced professionals.

EDUCATION AND TRAINING

[09/2024 – Current]

Bachelor of Science in Computing and IT

The Open University

- Curriculum to include coursework in programming languages, database management, cyber-security, and IT project management.
- Anticipated participation in hands-on projects and internships to gain practical experience and apply theoretical knowledge to real-world scenarios.
- Expected to develop proficiency in various programming languages, including Python, Java, and SQL, and familiarise with IT infrastructure and cloud computing technologies.

[05/2023]

Certificate of Higher Education in Accounting and Finance

Swansea University

City: Swansea | **Country:** United Kingdom |

- Developed a solid understanding of financial statements, budgeting, forecasting, and cost control techniques.
- Gained practical skills in the use of accounting software and financial analysis tools to interpret and manage financial data.
- Engaged in coursework focused on taxation, auditing, corporate finance, and business law, providing a well-rounded foundation in accounting and finance.
- Successfully completed assessments and projects that required critical thinking, problem-solving, and analytical skills in real-world financial scenarios.

AAT Level 2 in Bookkeeping

KPG

- Gained foundational knowledge in accounting principles, including double-entry bookkeeping, basic costing, and accounting software.
- Acquired skills in processing financial transactions, preparing invoices, and managing ledgers, essential for accurate financial record-keeping.
- Developed competence in using accounting software to perform routine accounting tasks, ensuring efficiency and accuracy in financial reporting.

WORK EXPERIENCE

[02/2021 – 08/2022]

Personal Banker

NatWest

City: Swansea | **Country:** United Kingdom

- Demonstrated proficiency in using CRM systems to track customer interactions, manage queries, and follow up on service requests, ensuring a seamless customer experience.
- Implemented secure and efficient data management practices, maintaining the confidentiality and integrity of sensitive customer information in compliance with regulatory standards.
- Utilised advanced banking software to manage customer accounts, process transactions, and conduct financial assessments, ensuring accuracy and efficiency in daily operations.
- Collaborated with cross-functional teams to improve banking processes and develop new customer service strategies, showcasing strong teamwork and project management abilities.

[2016 – Current]

Independent Property Manager and Real Estate Investor

Self Employed

Country: United Kingdom

- Managed property acquisition, renovation, and leasing to ensure profitability and smooth operations.
- Coordinated with contractors, engineers, and legal professionals to oversee projects and ensure compliance.
- Handled tenant relations, lease agreements, and rent collection while addressing maintenance issues.
- Utilized digital marketing to advertise properties, attract tenants, and secure occupancy.
- Monitored financial performance and optimized costs through supplier negotiations and strategic planning.

DIGITAL SKILLS

My Digital Skills

Front-End

jQuery | JavaScript | Bootstrap | CSS | HTML

Back-end

Version Control(GIT) | Python | PHP