

Anna Sinha

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PROFILE

A hardworking, self-motivated and enthusiastic person with a diverse range of skills looking to enter a career in IT. I am a keen learner with a "can do" attitude who has been developing IT skills in HTML, CSS and JavaScript. I am looking for the opportunity to develop those skills further in the workplace.

KEY SKILLS / ATTRIBUTES

- HTML - fundamentals;
- CSS - fundamentals;
- JavaScript - fundamentals;
- GIT and GitHub;
- Fast typing - touch typing knowledge;
- Collaboration with colleagues and teams;
- Good communication skills both verbal and written;
- Demonstrates strong team working skills, with the ability to work to tight timescales;
- Flexible, approachable with the ability to cope well under pressure and with change;
- Enjoys meeting challenges and seeing them through, maintaining high standards throughout;
- Excellent organizational skills with a proactive flexible approach to manage rapidly changing priorities;
- Natural problem solver with the ability to multi task in a fast paced environment;

IT SKILLS

- Full-Stack Engineer with CodeCademy; May 2023 - present
 - Fundamentals of HTML;
 - Fundamentals of CSS;
 - Making website responsive;
 - JavaScript syntax;
 - GIT and GitHub;
 - Personal Portfolio website:

Please visit my personal portfolio website: <https://annasinha33.github.io/portfolio-website>

- BTEC Certificate in ICT Systems and Principles Level 2 - IT Fault Diagnosis; May 2020 - May 2021
 - PC Assembly & Operating Systems - Learned to build PC's to custom specifications, install & configure Microsoft and Linux Operating Systems;
 - Troubleshooting - Learned how to find and fix issues with computer hardware, software and networks;
 - MS Windows - An in-depth look at the configuration, network and security features of Microsoft Windows;
 - Basic IP Networking - Learned the basics of configuring TCP/IP and creating simple SOHO networks;
- AutoCad, CorelDRAW, SketchUp;
- Microsoft Office Package.

QUALIFICATION

- Master Degree in Landscape Architecture, Wroclaw University of Environmental and Life Sciences, Wroclaw, Poland; 2006-2011

CAREER HISTORY

SOUTH AYRSHIRE COUNCIL

May 2023 – till now

Home Carer

- Main responsibility is to provide extended personal care to the most vulnerable members of the community, in a way that supports the maintenance of the individual's independence and dignity and offers them a positive choice in their own home.

RAINBOW CARE SERVICES

Feb 2020 – May 2023

Support Worker

- Home care visits which required visiting different clients throughout the day. This required high levels of time management and organisational skills;
- Understanding how to deal with confidential and sensitive information;
- Creating and maintaining effective working relationships with service users and their family
- Coping with emergency situations;
- Working as a team member and under own initiative;

GLENCOE HOUSE (Glencoe)

Apr 2019 – Oct 2019

Housekeeper

CRIEFF HYDRO HOTEL (Crieff)
Self Catering Assistant (Housekeeper)

Feb 2019 – Apr 2019

**REGIONAL DIRECTORATE FOR
ENVIRONMENTAL PROTECTION IN KRAKOW (Stary Sacz, Poland)**

Jul 2015 – Sep 2015

- Handling office equipment; maintaining address, mailing and telephone lists, registering incoming and outgoing mail and sorting mail by positions; business trip management and customer service;
- Organizing information flow in the office; becoming familiar with the task and structure of government administration bodies, list of documents and documents management, data processing;
- Knowledge of different standard procedures. using database in the decision-making process; working in archive; collecting documents and files of the cases conducted by the Regional Directorate for Environmental Protection;

ADDITIONAL INFORMATION

- Fluent in English and Polish, basic level of German;
- Full manual driving license.

References available upon request