

**Dylan Contet**  
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Highly analytical and motivated person. Consistently proactive with good time management and dedication. Very eager to learn and wanting to further education and experience in the Software Development Industry. A very quick learner and able to adapt to different process.

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## **OBJECTIVES**

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

## **KEY SKILLS**

- *Proactive researcher with a methodical approach.*
- *Highly analytical and strong problem-solving capabilities.*
- *Basic Understanding of HTML, CSS and Java Script*
- *Proven customer care and communication skills.*
- *Ability to follow strict internal procedures.*
- Basic Microsoft Word, Excel, PowerPoint knowledge
- Basic computer knowledge (up to and including Windows 10)

## **CAREER HISTORY**

### **Account Coordinator | BNP Paribas, United Kingdom | October 2018 to Present**

- Sales- Interacting with customer via email and phone.
- Assisting brokers with deals, pay-outs and queries
- Fully trained in operational process
- Training staff
- Handling all team emails and queries
- Managed incoming proposal and distributed them across the team.
- Worked on multiple internal financial systems and liaising with credit reference agencies to deliver an effective and timely decision

### **Retail Sales Assistant Manager | Up and Running, United Kingdom | April 2017 to October 2018**

- Handling the payments including some cash (Cash up).
- Stock ordering, control and management.
- Managing incoming calls and mail.
- Setting up rota spreadsheets for Sale Associates.
- Dealing with complaints and acting on them.
- Helped with managing the staff.
- Retail sales.

### **Sales | Care Assessment Training Services, United Kingdom | February 2017 to April 2017(Part Time)**

- Cold Calls - Liaising with potential customers and providing them with information regarding training services.

### **Personal Assistant | Londoloza Protection Group, South Africa | March 2016- January 2017**

- Making sales.
- Personal Assistant to owners of the business and assisting with daily tasks.
- Managing the stock for all the guards.

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## **EDUCATION**

Achieved a National Senior Certificate at Rand Park High School in South Africa Commonly equivalent to United Kingdom AS Levels)

Currently Studying Full Stack Development which includes HTML, CSS, JavaScript and Python, as well as the Django Framework.

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## **ADDITIONAL INFORMATION**

Full driving licence

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## **INTERESTS**

I enjoy learning new skills as well as different programming languages. I like to keep up with the latest technologies.

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