

An Good example of a Graduate CV that requires some work!

DEEPAK KUMAR

100 Bush Mill Square, Scarborough, ON M1V 1J4

647 274 1332

Email: deepak93691@gmail.com

SUMMARY

Adaptable Data Analyst skilled in recording, interpreting and analysing data in a fast-paced environment. Advanced proficiency in all aspects of Excel. Experienced in preparing detailed documents and reports while managing complex internal and external data analysis responsibilities and Data Bases.

- 1 years' work experience in customer service and cashiering
- Fun and friendly nature; value customers, clients and staff and takes complete pleasure in every kind of work
- Professional demeanour and neat appearance
- Excellent oral communication skills
- Languages known: English, Hindi, Punjabi

SKILLS

- Ability to multitask and prioritize responsibilities
- *Teamwork:* Excellent team player who works willingly and respectfully with others
- *Organization:* Excellent organizational skills and able to prioritize when faced with number of tasks.
- *Reliability:* Punctual worker who uses time effectively to meet deadlines.

CORPORATE EXPERIENCE

EasyTech Services Pvt. Ltd.

Gurgaon, HR

Data Analyst

Aug-2016 – Current

- Served as a TEAM LEADER where have managed team of 5 members.
- Working with other teams and team members to complete special projects and achieve project deadlines.
- Interpret data from primary and secondary sources using statistical techniques and provide ongoing reports.
- Develop and initiate more efficient data collection procedures.
- Working with managing leadership to prioritize business and information requirements.
- Performing daily data queries and prepared reports on daily, weekly, monthly, and quarterly basis

- Used advanced Excel functions to generate spreadsheets and pivot tables.

CUSTOMER SERVICE EXPERIENCE

July 2018 – Oct 2018

Tim Hortons Restaurant – 2363 Warden Ave, Scarborough, ON M1T 1V7

Team Member

July 2017 – Nov 2017

Domino's Pizza – Sector 28, MG Road , Gurgaon (India)-160035

Assistant Manager

Dec 2015 – May 2016

KFC Restaurant – Phase 3b2, Sangrur, PB(India)-148001

Team Member

EDUCATION

Master Certificate in Mobile App Design and Development

2018-2020

Lambton College

Toronto, Canada

Bachelor of Engineering Information Technology

2013-2016

Saint Longowal Institute of Engineering and technology

India

Diploma in Computer Science

2011-2013

Saint Longowal Institute of Engineering and technology

India

DECLARATION

I hereby declare that above furnished are true to the best of my knowledge and belief.

DEEPAK KUMAR

An Bad example of a Graduate CV that requires some work!

- Laura Jennifer Susan Smith
- 123 Hillside Avenue
- Lower Portland
- Hull
- HU12 ENA
- 123you@ask20.com
- 01272 823567
- 07272340598

Education

2004 – 2007 – University of South Field – Harriton Road Campus - Essex – BA English and Australian Literature – 2:1

2002 – 2004 – Hunnyford Performing Arts College – Humberside Road – Essex – A Levels in English (B), Drama (C), Dance (B) and Theatre Studies (A)

1997 – 2002 – Hunnyford School – Humberside Road – Essex – GCSEs in Double English (AA), Double Science (CC), Mathematics (C), History (B), Drama (A), Dance (A), Home Economics (A), French (C)

Employment History

2004 – 2007 – University of South Field's Student Theatre – Stage Assistant

Responsibilities:

- Assist team leaders with set up for productions
- Help get costumers ready for dress rehearsals and shows
- Sometimes act as a prompt for actors as and when required
- Work with other team members to identify lighting, background and stage prop requirements
- Clean the stage prior to performances and place props in correct places
- Assist with lighting as and when required
- Serve drinks and ice-creams to customers during performance intervals

Other Interests

I enjoy participating in all aspects of University Life. I particularly enjoy socialising with my friends. I also enjoy listening to music, reading and shopping. I am a member of the Raise and Give Society at University and I play the Clarinet in the University's Jazz Band.

References

Mr John Almond – 01272 345090

Mr Michael O'Neil – 01272 561289