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 technologyIndia

# 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](mailto: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