

PROFILE

I have graduated from De Montfort University in 2018 in Information and Communication Technology, and have achieved a First Class Honours (78%). I am currently seeking an employment opportunity to develop my skills within the ICT industry.

SOFTWARE AND HARDWARE SKILLS

- Computer assembling and maintenance
- Have experience working with Microsoft Office: Word, Excel, PowerPoint, Project, Sharepoint
- Basic knowledge in programming languages such as: C#, HTML5 and JavaScript
- Involvement in Visual Studios, with basic knowledge in Sever Query Language (SQL)
- Analytical thinking: Finding solutions to a problem by using my initiative and breaking down complicated problems into single and convenient components.
- Basic knowledge in hardware and operation systems: Linux, Mac OS and Windows
- ITIL Foundation and PRINCE2 Foundation certified
- Student representative at De Montfort University
- Able to communicate in Gujarati

EDUCATION

2014-2018: De Montfort University, Leicester
BSc (Hons) Information and Communication Technology

Year 3:

Front End Web Development	84/100
Project Management	87/100
Computing Ethics	77/100
Privacy and Data Protection	68/100
Computing Project	74/100
Information Systems Strategy and Service	79/100

Year 2:

Project Management and Development	80/100
IT Service Management	70/100
Database Design	60/100
Systems Thinking	80/100
Management of ICT	66/100
Introduction to Research and Ethics	80/100

Year 1:

Business Decision Making	83/100
Devices and Networks	70/100
Information Systems Development	66/100
Visual Web Development	88/100
Introduction to ICT	61/100

2012-2014: Wygggeston & Queen Elizabeth I College, Leicester

A Levels :

ICT:	B
Chemistry:	D
Mathematics:	D

2007-2012: Moat Community College, Leicester

GCSEs:

10 including English, Mathematics and Science	A*-C
VRQ: Preparation For Work	B
BTEC: Sports Studies	Distinction*

WORK EXPERIENCE

05/09/2018- Present: Selfridges & CO.

TRANSFERABLE SKILLS:

- **Prioritisation:**
- **Team-Work:**
- **Initiative:**

04/07/2016- 11/08/2017: Triumph Motorcycles Limited

TRANSFERABLE SKILLS:

- **Interpersonal Skills:** I have developed my communication, listening and confidence levels. By interacting with users on a daily basis, I was able to deliver my point across and reassure users.
- **Teamwork:** I worked well within my team, as well as working independently. By working within a team, I was able to ask for advice when needed. In turn, I was able to provide advice and offer the team help when needed.
- **Time Management:** By managing multiple tasks on a daily basis, I learnt how to prioritise my tasks, based on urgency and impact. This taught me to time manage my tasks, so they could be completed to the best of my ability in a timely manner.
- **Providing Good Customer Service:** By interacting with users on a daily basis, my main quality is to provide good customer service to the users. This meant providing an update when required. I also learnt to reassure the users that and build a rapport when the users.
- **Using Initiative:** By investigating different jobs on a daily basis, I had to use my initiative when interacting with users. I am also happy to provide contributions to the team when needed.

11/2015- 05/2016: Coding For School

Volunteering at various primary schools to help children with their programming skills - Scratch.

TRANSFERABLE SKILLS:

- **Leadership:** I was able to take charge of lessons for the children and inform them what they had to carry out. Ready to face any rising challenges.
- **Communication:** I was able to communicate with the children informing them of what to do. I was also able to communicate with the teachers so they knew what was taking place.
- **Research skills:** I had to research and prepare lessons beforehand. This was done by me looking at Scratch and researching how the program works and what it entails.
- **Proactive:** I was eager to learn about Scratch and what it entails. This led me to researching about the program to see how it works, what its purpose it and its background information.
- **Problem Solving:** I was able to help the children when something went wrong with their program. I had to quickly figure out a solution before the child lost interest.
- **Using my initiative:** I was able to put ideas forward when it came to the children selecting their projects.

24/01/11- 05/02/11: Sainsbury's

This was a two week placement as part of our citizenship module at school.

TRANSFERABLE SKILLS:

- **Communication:** Helped me improve my communication skills as I had to speak to a range of different people and ages including the staff and customers
- **Attention to detail:** Had to make sure the shelves were stacked appropriately so they looked aesthetically appealing
- **Teamwork:** If a fellow peer was struggling to complete their task, I would help them complete the task
- **Adapting to situations:** working with different colleagues on a daily basis also meant different tasks had to be completed.
- **Good customer service:** being friendly, polite and patient with different customers to help them get what they want
- **Time management:** Making sure tasks are complete to a set time at the best of my ability.
- **Punctual:** Arriving on time or early to work

- **Interpersonal skills:** Had to work with different colleagues on a day to day basis. Also, had to communicate with customers and colleagues effectively.

ADDITIONAL SKILLS

- Hard working, a quick learner, dedicated, and reliable. This was taught by doing coursework during my first year of study. I was able to pick up and understand what we were going to do and what task had to be achieved.
- Able to work under pressure and to a deadline
- Able to communicate effectively with other people at all levels.
- Can speak write and read Gujarati at a preliminary level

ADDITIONAL INFORMATION

- Hold a full clean UK driving license

INTERESTS

- Sports - Badminton – Played at Moat Community College for 4 years and currently play in my spare time.
- Enjoy reading fiction books in my spare time.

REFERENCES

References available on request