

# Jagdeep Birdee

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## EDUCATION & QUALIFICATIONS

### Warwick Business School, BSc Accounting & Finance

2019 - 2022

Modules include: Finance, Financial reporting, Financial accounting, Management accounting (Uncompleted)

### Thomas Tallis School & Sixth form

2011 - 2018

A-levels: Maths (A), Biology (A), Chemistry (B)

GCSEs: 12 subjects (grade A\*-B), including Maths and English

BTEC: Art & Design (Distinction\*)

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## WORK & LEADERSHIP EXPERIENCE

### Birdee Heating Ltd (family-owned business)

July 2016 - Present

- Preparing and organising supplier invoices, statements, and delivery notes by month end, to ensure payments are logged correctly.
- Receiving and checking deliveries for any discrepancies with the products ordered.
- Stocktaking on a weekly basis, to maintain correct stock levels for day-to-day operation of the business.
- Generating pricelists using Microsoft Excel.

### ODEON Cinemas, Cinema Host

November 2018 – August 2019

- Provided seamless and high-quality customer service for 40 films over the course of 10 months.
  - Demonstrated resilience and ability to work efficiently during busy periods, having experienced over 20 major blockbuster titles.
  - Coordinated and managed 18 screens simultaneously of which total capacity exceeds 2000 people, ensuring smooth changeovers between films.
  - Promoted to the VIP Gallery Team (responsible for hosting events, parties, and providing a high-quality guest experience in the VIP lounge) after showcasing strong communication skills and work-ethic, which helped increase guest retention and positive reviews for the branch.
  - Hosted 3 red-carpet Nollywood movie premieres, working together as part of the Gallery Team to set up music and catering.
  - Trained 4 new employees, supervising their shifts, explaining their duties, and answering any of their queries.
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## EXTRA-CURRICULAR EXPERIENCE

### Sikh Society, University of Warwick

- Participated in weekly talks, discussions, and socials.
- Volunteering and charity work – raised money whilst participating in a charity walk in Coventry.

### Mentoring

- Guided and supported a student as part of voluntary mentoring scheme organised by the school, in my final year.
- Maintained weekly accountability, and was a source of motivation when difficulties arose.

### Bronze Arts Award, Trinity College London

- Planned, executed, and reviewed project within a time constraint.
  - Collaborated with other students to share learnt skills.
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## SKILLS & INTERESTS

- Languages: English (fluent), Punjabi (intermediate)
- Art: Self-taught artist with a growing portfolio.
- Martial arts: Practiced Shotokan Karate for over 5 years, attending tournaments, gradings and achieving a high level at which I was able to successfully teach classes.
- Racquet Sports: Taken part in summer tennis courses, and enjoy playing recreationally.