

Mr Jordan Mal

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Personal Details:

Date of Birth: 5th February 2000

Nationality: British

Languages Spoken: English and Punjabi

Personal Profile:

Highly self-motivated and capable of working in pressurised environments under my own initiative. Very confident in my approach to work and take full responsibility for all tasks undertaken. Manage to work and communicate effectively with people from different backgrounds and levels to meet strict deadlines. Overall a competent person who is always looking for a challenging role, where my knowledge and skills can be further enhanced and used to their full potential.

Educational Qualification:

GCSE: (*Certificates Included*)

Maths: C

English: D

Science: D

D&T – Resistant Materials Tech: D

History: F

BTEC: (*Certificates Included*)

Art & Design: C

ICT BTEC – BCS Level 2 ECDL in IT Application Skills: Distinction* (A*)

Business BTEC: Pass (C) (Certificate)

Online Courses (*Certificates Included*)

Google: The Digital Garage - The Online Marketing Fundamentals Certificate.

Evidence Available Upon Request.

Employment History:

January 2017 – March 2017 British Heart Foundation – Volunteer Work

Working at the British Heart Foundation gave me the opportunity to show what skills I truly had. This made me more confident and open minded of what sort of job I want to look for in the future. In this role, I had different types of tasks to do such as stocking the shelves, helping customers with their needs and suggesting other things they might like. In the store, they did something called rotating on products which was on the main floor. This meant any products which was on main floor would be dated and kept on the shelves for two weeks, if the products were not sold they would go back upstairs and another set of products would be dated and placed on the main floor.

Other Key Skills / Interests:

My computer skills include fluency with Windows operating system, Microsoft Word, Excel, PowerPoint, Access, and Graphics packages. I have proven time management skills, excellent interpersonal and communication skills. I am also able to work with Command Prompt. In my spare time, I enjoy gaming on and off the line

However, I love to go to the gym and take care of my health and body performance. I'm always making sure I am actively doing something that keeps me occupied, for example helping a friend or a family member.

Another interest I have would be games and I have a lot of knowledge about certain games and who developed it. Seeing how games are made and how they have changed over the years has always made me want to explore more in depth.

Ever since I was young I've always had a strong interest in the latest tech such as mobile phone, consoles, and computers. I also have an interest in tools and fixing certain things which involve maybe doors, phones, or computers. I hope to continue with this interest by pursuing my dream job.

References

Available upon request