

Kalid Nadere

Sydney, NSW, 2219 | Kalid.nadere@gmail.com | 0434374603

LinkedIn Profile: <https://www.linkedin.com/in/kalid-nadere-846973291/>

Portfolio website: <https://kalidnadere.github.io/02-Kalid-Nadere-Portfolio/>

Summary

Dedicated and results-driven professional with over a decade of experience as a Business Manager. Adept at overseeing day-to-day office management, financial transactions, supplier relations, and client invoicing. Expert in ensuring the smooth operation of the office, including cleanliness, procurement, and staff training. Proven ability to manage diverse responsibilities, from employee payroll to organising team luncheons, to enhance operational efficiency.

By combining my extensive experience as a Business Manager with my newfound coding skills, I aim to contribute to innovative tech projects, leveraging my strong foundation in management, operations, and leadership to drive success in the software development field.

Education:

Coding Bootcamp
The University Sydney
Sydney, Australia

Expected Graduation Date: October, 2023

- Full-Stack Web Development focused

Bachelor of Commerce in Accounting
The University of Notre Dame, Australia
Broadway

Graduated: 2012

Projects:

- Project 1: Movie Buff - <https://bemonn.github.io/Movie-buff/>
 - Description: Movie search engine app. My responsibilities included fetching trailer for each movie from YouTube, using Fetch API, getting third-party API keys to render trailer as well as movie information, such as cast, premise and images
 - Technologies Used: Fetch API, Foundation, jQuery, @media
- Project 2: PWA – Text Editor - <https://pwa-text-editor-heroku23-b8b4fd12c22b.herokuapp.com/>
 - Description: The app is a Progressive Web Application (PWA) text editor designed to provide users with a versatile and feature-rich environment for writing and editing text content, able to work online & offline.

Technical Skills:

- Programming Languages: JavaScript, HTML, CSS
- Front-end Development: HTML, CSS, Web APIs, Third-Party APIs
- Back-end Development: Node.js, Express.js, SQL, ORM
- Database Management: SQL, NoSQL
- Object-Oriented Programming (OOP)
- Model-View-Controller (MVC) Architecture
- Version Control: Git and GitHub

Soft Skills:

- Financial Management: Accounts Receivable/Payable, Invoicing, Contract Management, Debt Collection
- Operational Excellence: Office Management, Operations Management, Client Relations
- Leadership & Training: Staff Training & Development, Team Leadership
- Strong verbal and written communication skills
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Professional Experience:

Business Manager
CER Pty Ltd

Sutherland
2012 - Current

- Managed accounts receivable and payable, ensuring accurate and timely financial transactions.
- Handled invoicing processes, streamlining billing procedures, and improving cash flow management.
- Negotiated and managed new contracts, ensuring favourable terms and conditions for the company.
- Efficiently managed office operations, including procurement, inventory, and office maintenance.
- Oversaw daily operations, ensuring smooth workflow and adherence to company policies. Provided training and support to staff on business software and IT management tools.
- Implemented effective debt collection strategies, reducing outstanding debts and improving cash flow.
- Proactively reached out to potential new clients, expanding the company's customer base.
- Organised subcontracting work when required, effectively managing projects outside the company's expertise.