

PREETPAL SINGH

124, Northumberland Road, Southampton, SO14 0ER
| 07424506601 | ps0973264@gmail.com

PERSONAL PROFILE

Currently studying BTEC business studies at Richard Taunton Sixth Form college who has developed a responsible approach to many tasks I have performed. The education of business course has developed my knowledge and skills of the business world, gaining insight of different job roles both from this course and job placement. The study has developed my understanding of core knowledge and the importance of customers to a business because without customers a business would not exist.

EXPERIENCE

**13/08/2018-
16/08/2018**

IKEA Southampton, W Quay Road Southampton, SO15 1GY

During my work experience in IKEA, I have gained experience in Finance department, IT department, Human resources and Marketing team.

This work experience has given me the opportunity to work in different department within the organization, working with different workforce and learning everything from very basic level. I have developed my IT skills when I got the opportunity to know about their software that they use to meet supply and demand. I was keen to learn more about other departments including HR, marketing team and finance department therefore I was very punctual during this placement resulting in developing my organisational skills and helping the business as well.

**10/07/2017-
21/07/2017**

NASZ SKLEP, 118A St Mary's Road Southampton, SO14 0BL

Duties and responsibilities – Gained experience as a cashier, customer service, taking delivery orders from suppliers and pricing products.

This was my first work experience during my school days, I got the opportunity to experience working life by playing different roles. I was responsible for serving customers at a till, making sure all the shelves are stacked, pricing products if the prices are missing. The placement has allowed me to learn about the importance of customers and how they bring revenue to a business. The customers are business's biggest asset and the way they should be treated while they are in the store therefore as a worker I should put customer's need first then solve the arising issues.

SKILLS

- Time Management
- Problem solving
- Being active
- Organisational skills
- Verbal communication
- Calm under pressure

EDUCATION

**09/2017-
07/2019**

RICHARD TAUNTON SIXTH FORM COLLEGE

Course: Business BTEC Level 3 Extended Diploma

Grades/ Awards: Predicted DDM

12/2015

08/2017

CANTELL COMPUTER SCHOOL, SOUTHAMPTON

Course/ GCSE's:

English (4)

Math (6)

Science (B)

OTHER ACHIEVEMENTS/SKILLS

I have a keen interest in Technology and Social Networks. Having designed my own website and worked on it for more than one year has developed my knowledge of SEO and web designing.

The BTEC business studies has allowed me to gain experience of Microsoft Office software including Microsoft Word, PowerPoint and Excel.

During my first year in Business studies, I have attained experience of how accounting and finance works as well as how businesses do marketing to promote their products and services as well to be successful. There are many other aspects of how business's works therefore this knowledge will be very useful in my future job and figure out how things work practically.

I have also captained my school cricket team using democratic approach where everyone was welcome to share their ideas and their involvement in the decision making and problem solving as well as experiencing team work.

In addition to English, I am able to speak Punjabi, Hindi and fluent Italian.

REFERENCES

Available upon request