

Rasihha Lalithasan

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SUMMARY

Mathematics graduate with strong skillset of analytical, attention to detail and technical, looking for the opportunity to grow professionally as a data analyst.

EDUCATION

BSc (Hons) in Mathematics, 1st Class Honours

September 2016 – June 2020

Brunel University

Uxbridge, London

- Organisations/Awards: PAL (Peer Assisted Learning) Leader, Mentee in the ‘Women in Brunel Engineering and Computing Mentoring Programme’, Brunel Volunteers Bronze Award
- Final year modules: Statistics III (A*), Ordinary and Partial Differential Equations (A+), Complex Variable Methods and Applications (A+) and Risk and Optimisation for Financial Planning (B+).
- Final year project: research focused on computational analysis of Mean-Variance vs Robust models using data in AMPL.

A-Levels: Mathematics (B), Chemistry (B), Biology (D)

September 2014 – July 2016

GCSEs: 11 grade A*-C Inc. A* in Mathematics and B in English Language

September 2009 – July 2014

Dartford Grammar School for Girls

Dartford, Kent

- Organisations/Awards: Bronze Duke of Edinburgh’s Award, Bronze Award for the UKMT Challenge, Maths Prefect, DGGS Hockey team member

PGCE Mathematics, QTS

September 2020 – June 2021

UCL Institute of Education

London

- Organisations/Awards: Awarded Teacher training Scholarship and is an Associate Member of the IMA

CODING RELATED EXPERIENCES/PROJECTS

Introduction to Structured Query Language (SQL)

Coursera

Online course

March 2023

- Self-learnt online course which entailed course videos, reading and programming assignments on SQL.
- Completed technical tasks of installing a text editor, MAMP and creating MySql databases.
- Learnt about single table queries and the basic syntax of the SQL language.
- Covered database design with multiple tables, foreign keys, and the JOIN operation.
- Studied how to model many-to-many relationships using an example which represented users, roles, and courses.
- Skills gained include PhpMyAdmin, MySql, Relational database and SQL.

PERSONAL FINANCE

Brunel University

Group Project

Second Year

- Aimed to understand the dramatic impact of compound interest and its implications for financial planning.
- Researched information on Student Loans, understood basic elements of personal finance and collaboratively wrote MATLAB codes to produce numerical and graphical output based on it.
- Adhered to tight deadlines by organising time to complete tasks with my group and taking the initiative to do pre-task research before meetings.

EXCEL

Brunel University

Individual project

First year

- Imported medical data of 500 patients from separate files into an Excel spreadsheet by filtering and sorting.
- Created reports using Excel tools such as VLOOKUP, chart builder, pivot tables and SUMIF to infer connections between diabetes and osteoporosis.
- Analysed and compared these findings in my final report which successfully resulted in passing the project.
- Taught myself how to use Excel features from university and online resources as well as networking with other students.

EMPLOYMENT HISTORY

Trainee Accountant Graduate (Accounts and Business Advisory)

May 2022 – Present

Mazars *Sutton, London*

- Quickly learnt how to use Caseware accounting system via on-the-job training to prepare statutory financial statements and execute iXBRL tagging and picked up tasks from the second week of joining the firm.
- Self-reviewed my own work, ensuring minimal review points are raised by seniors and managers. My performance on this primary duty had improved by over 50% by the end of my first month in my role, showing an active commitment to self-development and learning by communicating with my team members and asking questions when necessary.
- Developed an understanding of different financial reporting standards we prepare statements on for audited and unaudited sets and knowing what supporting documents are required on file.
- Attended regular training sessions to acquire and update knowledge on changes made to outsourcing procedures and systems such as Sugar CRM and Orbit, as well as shadowing seniors in pre-year-end planning meetings with clients.

Administrator (Temp)

November 2021 – February 2022

Smart Teachers *London*

- Processed Headteacher's emails, reports, policy documents and provided comprehensive secretarial service as required.
- Managed HT's diary exceptionally by booking meetings and resolving issues regarding meeting clashes and availability.
- Worked with the Senior Leadership Team to finalise dates, cross-check information and complete documents.
- Recorded detailed minutes of whole school briefing meetings to further write up and distribute to all staff.
- Developed and distributed SLT meeting agendas and materials for the meetings to take place successfully.
- Produced the weekly staff Bulletin using Microsoft Sway and circulated to all staff via email with 100% accuracy.
- Supported Senior Administrator Officer with ad-hoc tasks such as Parents' Evening, Year 7 admissions, data entry, internal and external communications and other miscellaneous administrative tasks.

Lead Mathematics Coordinator – Industrial Placement

May 2018 - December 2019

Achieve Learning *Harrow, London*

- Managed and built relationships with 80+ Math students, providing exceptional teaching and guidance daily which translated into 93% of students meeting their target grades of which 19% exceeded their goals.
- Reviewed student records with 2 managers monthly to identify potential changes that needed to be made to lesson plans.
- Collaborated with English and Primary departments to create a virtual system that allowed all staff to easily access resources which increased the average admin duty completion rate by 22%.
- Liaised with clients verbally and in writing regarding students' progress which built trust and confidence in my service.
- Met deadlines whilst training new team members during my own office hours indicating my ability to work under pressure and organise time effectively.

INTERESTS

- Cake decorating – launched small cake business in June 2020 as an outlet to embrace my creativity. Have managed it well alongside completing my PGCE and working full time.
- Working out – determined to maintain and improve physical health by prioritising time for gym and attending classes.
- Volunteering – have given back to the community in many settings. Some of these include volunteering at a Macmillan's coffee event organised by Brunel University, planning and delivering group study sessions as a PAL Leader to support academic and personal development between student peers in their first year at Brunel University, fundraising money and participating in the 2019 Cancer Research Race for Life event.
- Bharathanatyam - an Indian Classical Dance for which I have attained Grades 1-8 (Diploma)