**RIZWAN TALIB’s CV**

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**Personal Statement**

Driven and enthusiastic IT savvy professional with the passion for technology and the development of new software.

I am a result driven, reliable, I adapt quickly to fast moving environments, with excellent time management skills and customer focused. I am an excellent team player, but also able to work under pressure and on own initiative. I have successfully **achieved the highest record in candidate activity** at Brook Street and **Top performance award** at KIA in 2017.

**Portfolio:** <https://riztalib95.github.io/Portfolio/>

**LinkedIn**: <https://www.linkedin.com/in/rizwan-talib-abb262162/>

**Key Skills**

|  |  |
| --- | --- |
| * JavaScript, HTML | * Able to work on own initiative |
| * Node.js | * HTML |
| * CSS * Creative/ Big thinker * Able to think outside the box | * Passion for the Tech industry * Ready and determined for success * Good communicator |
| * Attention to Detail | * IT literate |
| * Problem solving | * Hunger for knowledge/Fast learner |
| * Works well under pressure | * Organisation and time-management |
| * Effective communication skills | * Pro-active |
| * Team player | * Can-Do attitude/ determined to achieve my targets/deadlines |

**Achievements:**

|  |  |
| --- | --- |
| * I have created a 2D game “Four In a row” using Object Orientated JavaScript. * Created Landing pages and a Tribute page for my portfolio | * Constructed my own portfolio using HTML, CSS & JavaScript * Created a chess game using Unity & C#. |

**Work Experience**

**(Currently Looking for Opportunities for Front-End Developer roles)**

**Kantar** (June 2022 – Present)

Telephone Interviewer

**Responsibilities:**

-Delivering Exceptional customer service.

-Making sure customer queries are dealt with in a timely fashion

**Nurture The Children Charity, Remote**  **(**March 2020 – June 2020)

*Volunteer Mobile Game Programmer*

**Responsibilities:**

- Work on characters and build controls for games - Using Unity to create games

- Support features throughout the lifecycle of production - Creating Scripts using C#

- Anticipate and fix bugs when necessary - Working to deadlines

**Healthvision, Ladbroke Grove,** **London.** (4th February 2019 – 14th January 2020, End of Contract)

*HR Assistant*

**Responsibilities:**

|  |  |
| --- | --- |
| * Making sure details of candidates is correct, double-checking information by using MS Excel and utilising MS office. | * Conducting and maintaining DBS checks and other vetting requirements are completed |
| * Posting and reposting job adds on job portals | * Managing staff records on Carefree and other databases. |
| * Familiarizing myself with new software and making sure I have the best knowledge of the software. | * Keeping an up to date with any changes to UK Employment law by liaising with legal team and research. |
| * Solving client/candidates’ problems to the best of my ability. | * Conducting Telephone and face-to-face Interviews. |
| * Updating our data base with candidate’s information to assist the financial controller to prepare P45/P60 * Communicating effectively to keep the MD and Coordinators up to date with knowledge of staff attendance. | * Support the HR Manager and HR team to ensure the smooth running of the HR function * Creating new up to date contracts for employees. |

**Brookstreet Recruitment, Uxbridge, London.**(6th August 2018 – 29th January 2019, left due to end of contract)

*Recruitment Resourcer*

**Responsibilities:**

|  |  |
| --- | --- |
| * Liaising with potential candidates using persuasive language to attract potential candidates to a job role as well Liaising with business partners to establish a clear an effective line of communication to ensure both parties needs have been met. | * Responsible for managing candidates for numerous accounts |
| * Keeping an organised and updated record of interview slots for branch managers Using Social Media skills to build up a network of local contacts and industry experts | * Creating spreadsheets using excel and keeping a track of the successful candidates |
| * Sourcing potential candidate’s CVs to assign candidates to suitable job roles for the benefit of both the candidate and business partner | * Working with MS Office and keeping up to date with MS Office |
| * Consistently reaching KPIs and target leading to the success of the account | * Achieving my KPI’s and always learning to improve them and outdo myself. |

**KIA, Brentford, Great West Road, London**  (5th Jan 2016 – 11th May 2018)

*(Apprentice)**Service Technician.*

**Responsibilities:**

* Providing excellent customer service and cross-selling face to face and over the phone
* Producing warranty reports/ producing and analysing solutions
* Database management, searching, maintaining, updating
* Investigating repairs and service of vehicles

**Educational Background**

**Richmond upon Thames College**

*(2011 - 2013)* **Grade**

Business Level 3 National Diploma Merit

Finance D

**Orleans School, Twickenham**

*(2006 – 2011)* A-D

Mathematics

English (Language), English (Literature)

Resistant Materials, Religious Studies (Short Course)

Business Studies

Science (Forensics)

**Interests:**

I am currently working on a game in my spare time. I love being creative and using my imagination to create new ideas and put them into practice. My other hobbies include, Physical fitness, boxing, reading, networking, football, rugby, basketball.

*Reference Available Upon Request*