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## RUI SECA

**PROFILE** Aspiring IT Professional with a proven academic experience alongside practical experience of developing software applications using .NET Framework, SQL Server, Firebase and C#. Seeking an entry level position as an IT Professional to further develop existing skills and experience and leverage a career in the IT industry.

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### SKILLS SUMMARY

- ☐ HTML5, CSS3
- ☐ C++, JavaScript, React.JS
- ☐ .NET Framework with C#, Xamarin Forms
- ☐ Firebase (Authentication & Realtime Database)
- ☐ RESTful APIs and Web service integration (basic knowledges)
- ☐ SQL database including T-SQL
- ☐ Microsoft Azure, GitHub

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### EDUCATION

BEng (Hons) Computer Science  
Anglia Ruskin University – Cambridge - UK

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### LANGUAGES

- English (fluent)
- Portuguese (native language)
- Spanish (basic)

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### KNOWLEDGE AND BEHAVIOUR

- Ability to work well under pressure.
  - Enthusiastic and positive attitude
  - Innovative thinker with initiative and ability to work independently.
  - Ability to manage time and priorities.
  - Ability to work as part of a team and to contribute to team achievements.
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## **EXPERIENCE Trade Duty Manager – Iceland Supermarket**

**Since January 2022**

Iceland is a British supermarket chain that mainly sells frozen foods, including prepared meals and vegetables, alongside non-frozen grocery items such as produce, meat, dairy and dry goods. As a Trade Duty Manager my tasks are:

- Oversee daily operations of the supermarket, ensuring adherence to the company policies and procedures.
- Managed store opening and closing procedures, cash handling, and stock management.
- Provided guidance and support to a team, including recruitment, training, and performance evaluations.
- Maintaining high standards of customer service, resolving complaints, and ensuring a positive shopping experience.
- Collaborating with sales and marketing teams to implement strategies and promotional activities.
- Ensuring compliance with health and safety regulations, conducting regular inspections, and addressing hazards or risks.

## **Online Shop Assistant – Iceland Supermarket**

**August 2021 to January 2022**

Iceland is a British supermarket chain that mainly sells frozen foods, including prepared meals and vegetables, alongside non-frozen grocery items such as produce, meat, dairy and dry goods. My tasks were:

- Providing the right products ordered online or at the store and prepare them for a driver to pick and deliver.
- Support the counters and stock inventory.

## **Estates & Management - Administrator, Credit Control Team**

**August 2023 to Present**

Estate and Management Limited is a leading company specializing in the asset management of freehold and leasehold properties in the UK on behalf of landlords. With a commitment to excellence, the company plays a pivotal role in ensuring the efficient management of various property portfolios.

- Managed and executed credit control procedures, ensuring timely and accurate processing of financial transactions related to freehold and leasehold properties.
- Utilized advanced Excel sheets and reports through the Cube platform to analyse and present data, contributing to streamlined financial operations.

## SKILLS DEVELOPED

- **Operational Oversight:** Managed daily operations, ensuring policy adherence.
- **Store Management:** Efficiently handled opening, closing, cash, and stock procedures.
- **Team Leadership:** Led recruitment, training, and performance evaluations.
- **Online Order Fulfilment:** Prepared online orders for timely delivery.
- **Inventory Management:** Supported counters, managed stock inventory.
- **Task Management:** Successfully coordinated and executed tasks within the Credit Control Team, ensuring the smooth flow of financial processes.
- **Excel Sheets and Reports:** Proficient in utilizing the Cube platform for creating and analysing comprehensive Excel sheets and reports, contributing to informed decision-making.
- **Customer Communication:** Effectively communicated with customers via email to address and resolve queries or disputes related to property charges, maintaining a high standard of customer satisfaction.

## ACADEMIC PROJECTS

### **InstaFood – Final Project Module**

Mobile application that provides a platform for local restaurants to display their menus and to allow the users to order food:

- Application developed using Xamarin forms.
- Backend development using Firebase with real-time database.
- Data security and data protection using firebase authentication, with defined read and write policies based on user type.
- Responsive UI using HTML, CSS and Xamarin forms.

### **Employer's Feedback Report**

The feedback provided by a user is converted into a pdf file, upload and finally stored in an SQL Database.:

- C++ programming language.
- SQL Server Database, T-SQL.
- HTML, CSS.

### **Music Teacher Subscription page**

This small application allows students to request and view video guitar lessons based on their monthly or annual subscription:

- HTML, CSS.
- Restful API.
- Azure cosmos db.
- GitHub.
- C++ development.

### **Car Sale App**

This project simulated a car sale environment with different offers, and special conditions (depending on the make or model):

- C# development.
- SQL Server Database, T-SQL.

### **Portfolio**

This project was created to design and functionalise a portfolio to a lawyer where his skills and qualifications would be demonstrated alongside an inbuilt email filling box:

- HTML
- JavaScript
- React.Js
- Namecheap (Domain, Hosting and SSL certificates)