

Sara Bhatti

07888697639 | saraybhatti@yahoo.co.uk | [Github](#) | [LinkedIn](#) | [Portfolio](#)
London, United Kingdom

Self-motivated, organised and detail-oriented professional with a strong background in coaching, mediation, project management, data analysis and a passion for leveraging data-driven insights to address business challenges. Equipped with skills in reporting, data visualisation, documentation, qualitative and quantitative analysis, and proficiency in tools such as MS Packages, Power BI, Python, and SQL. Proven ability to establish and maintain excellent communications and relationships.

KEY SKILLS

Data Analysis Skills: Qualitative Analysis, Quantitative Analysis, Big Data Processing, Machine Learning Algorithms, big datasets.

Data Visualization and Reporting Tools: PowerPoint, Power BI, Excel, Google Sheets.

Programming and Database Technologies: Python, SQL, GitHub, MongoDB, HubSpot, HTML.

EMPLOYMENT HISTORY

Programme Coordinator – Tech She Can, Contract, Remote August 2024 – Present

- Successfully coordinate the Tech She Can Champion's Programme, engaging with industry volunteers and educational institutions to promote tech careers.
- Designed, implemented, and managed a streamlined application for tracking Champion activities using Python, Streamlit, and Google Sheets, resulting in an increase in efficiency.
- Integrated vital programme data into HubSpot, ensuring seamless management of volunteer and school data, improving the overall communication flow.

Data Coach – London Innovation Society, Part-Time, Remote July 2024 – Present

- Provided one-on-one mentorship to learners, offering tailored guidance on assigned work and career development, resulting in improved learner outcomes.
- Collaborated with fellow coaches to enhance the apprenticeship programme.

Data Scientist – The Developer Academy, Contract, Remote May 2024 – August 2024

- Collaborated cross-functionally to implement AI-driven solutions, streamlining business processes and enhancing operational efficiency by automating key workflows.
- Started to develop an RAG Chatbot for website use, improving customer interactions and reducing response time.
- Conducted in-depth research on the latest advancements in AI and machine learning, applying cutting-edge innovations to solve complex business challenges and improve decision-making.
- Created comprehensive documentation and reports, effectively communicating insights, project progress, and AI-driven solutions to stakeholders.

Career Break to raise a family

Teaching Assistant/HLTA – Al-Noor Primary School, Full-Time, London September 2010 – December 2013

- Awarded for Excellence as Non-Teaching Staff, recognizing contributions to the school's academic and extracurricular environment.
- Developed a comprehensive Excel workbook for tracking whole-school attendance, improving reporting accuracy and efficiency for administrative tasks.
- Collaborated with the educational team to assist in classroom activities, providing tailored support to students, helping them stay motivated and engaged in their learning.
- Created innovative resources and displays, enhancing the classroom environment and fostering creative learning experiences.
- Organised and delivered baking lessons to Year 6 pupils, integrating practical skills into the curriculum. Also delivered booster classes, homework interventions, and worked with the class teacher on student assessments.
- Managed the school choir as an after-school club, fostering students' musical talents, and provided classroom coverage for Year 3 and Year 4 as a Higher-Level Teaching Assistant (HLTA).
- Led teaching assistant training sessions during staff meetings, contributing to the professional development of colleagues and promoting best practices within the team.

| | | |
|--|---|----------------------------|
| Play Scheme Relief Worker | Cheviots Children's Disability Service, Part-Time, London | September 2008 – June 2011 |
| <ul style="list-style-type: none"> Supervising children during half term play schemes, interacting with young children of a range of ages and disabilities, including autism and physical disabilities. Work with the children on a 1 to 1 basis, encouraging them to participate in group activities and day trips. Using basic sign language and communicating with lots of energy, to help stimulate their minds and support their personal development. | | |
| Case Worker | Muslim Mediation Service, Full-Time, London | December 2008 – June 2009 |
| <ul style="list-style-type: none"> Part of the prevent strategy (PVE), working with parents, with children who have been identified as vulnerable for social exclusion, self-esteem, anger, drug issues and more. Enhancing parenting skills, communication, trust issues, dealing with difficult behaviour and conflict resolution. Also working with MMS with mediation and coaching cases between siblings, inter-generational and between couples. | | |
| HR & Training Administrative Assistant | Muslim Aid, Full-Time, London | July 2007 – December 2008 |
| <ul style="list-style-type: none"> In house training of staff, organising external training sessions. Dealing with staff personal, work related and work performance issues, which require efficiency and professionalism. Maintain staff personnel files on a computerised system, which I developed. Regularly update staff leave and time sheets, monitor, evaluate and analyse end of year holidays and statistics, send out references and correspondences. To ensure all contracts are up to date and no discrepancies exist in the paperwork. Duties also include cover for colleagues within department, dealing with recruitment and other HR issues. | | |
| Administrative Assistant for Office Management and Receptionist | Muslim Aid, Full-Time, London | |
| <ul style="list-style-type: none"> First line of communication for stakeholders and staff. Front of house reception duties, communicating and organising resources for the office. | | |

EDUCATION

| | | |
|-----------------------|---------------------------------------|-----------------------------------|
| Sept 2023 – Dec 2023 | Data Science | The Developer Academy, Online |
| June 2023 – July 2023 | Data Science | TechTalent, Online |
| Nov 2022 – Feb 2023 | Level 3 Analysing Data | Babington, Online |
| Oct 2007 – July 2008 | Certificate in Counselling Psychology | City University, London |
| Sept 2003 – July 2006 | (BSc) Honours in Psychology | University of Westminster, London |

TRAINING

| | | |
|-------------|--|---|
| Sept 2024 | Certified SQL Associate | DataCamp, Online |
| Sept 2024 | Google Sheets Fundamentals, Intermediate Google Sheets | DataCamp, Online |
| Aug 2024 | Email Marketing | HubSpot Academy, Online |
| Aug 2024 | SQL Fundamentals, ChatGPT Fundamentals, OpenAI Fundamentals | DataCamp, Online |
| July 2024 | Data Analyst in Power BI, Power BI Fundamentals, Developing AI Applications | DataCamp, Online |
| June 2024 | MongoDB Python Developer Path | MongoDB, Online |
| June 2024 | Excel Fundamentals | DataCamp, Online |
| Dec 2022 | Certificate in Excel 2019 | uCertify, Online |
| July 2012 | HLTA | Babcock 4S, London |
| 2011 – 2012 | Lesson Planning; Behaviour Management; How to be an effective TA | AMS, London |
| 2009 – 2012 | Challenges of teaching boys and solutions; Safeguarding Children; ICT Workshop; Numeracy & Literacy Strategies; Helping Children to Learn. | Al Noor Primary School, London |
| 2008 – 2009 | Training for trainers; Facilitation training; Mediation Training | Conflict and Change, London |
| May 2009 | Coaching Certification | DiscoverULife, London |
| March 2009 | Certificate in Personal Coaching | The Coaching Academy, London |
| Feb 2009 | Introduction to Parent Coaching Techniques | Parent Coaching Works, London |
| Oct 2007 | Understanding Conflict Resolution | National Open College Network, London |
| Aug 2006 | Introduction to Islamic Counselling | Markfield Institute of Higher Education, London |

VOLUNTARY EXPERIENCE

| | | |
|------------------------|---|--------------------------------------|
| August 2024 – Present | Tech We Can Champion | London |
| June 2024 – Present | Activity Coordinator | Enfield Council, London |
| June 2024 – Present | STEM Ambassador | London |
| May 2023 – Present | Volunteer Gardener | Angel Community Gardens, London |
| Feb 2014 – Present | Lead Women's Activity Coordinator | Redbridge Islamic Centre, London |
| Oct 2018 – Sept 2022 | Hospitality Assistant | Revert2Reality, London |
| March 2019 – July 2019 | Classroom Assistant | Noor Ul Islam Primary School, London |
| Jan 2009 – Feb 2010 | Administrative Assistant | Mercy Mission UK, London |
| Jan 2000 – Feb 2013 | HR Assistant | Mercy Mission UK, London |
| Dec 2007 – June 2009 | Mediator, Community Conversation Facilitator & Training Assistant | Conflict and Change, London |
| Dec 2007 – Dec 2008 | Mediator | Muslim Mediation Service, London |
| March 2007 – Dec 2008 | Trustee | Muslim Mediation Service, London |