

Sara Bhatti

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London, United Kingdom

Self-motivated, organised and detail-oriented professional with a strong background in project management, data analysis and a passion for leveraging data-driven insights to address business challenges. Recently completed a Data Science program, equipped with skills in reporting, data visualization, documentation, qualitative and quantitative analysis, and proficiency in tools such as MS Packages, Tableau, 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

Data Visualization and Reporting Tools: PowerPoint, Power BI, Tableau, Excel

Programming and Database Technologies: Python, SQL, Git, GitHub, MongoDB, HTML

EMPLOYMENT HISTORY

Career Break to raise a family

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

- Received an award for Non-Teaching staff
- Developed an Excel workbook for whole school attendance tracking
- Working within an educational team assisting in all classroom activities, assessing, helping and motivating students
- Preparing and inventing new resources and creating creative displays
- Organise and delivered baking lessons to year 6 pupils as an additional lesson. Deliver booster classes and intervention and assessing homework and working with the class teacher with assessments
- Managed the school choir as an after-school club. Covering classes in year 3 and 4 as a HLTA
- Conduct teaching assistant training during staff meetings

Play Scheme Relief Worker – Cheviots Children's Disability Service, London September 2008 – June 2011

- 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, London December 2008 – June 2009

- 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, London July 2007 – December 2008

- 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, London

- 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
Sept 2001 – June 2003	A Levels – Psychology, Biology, Mathematics	Leyton Sixth Form College, London
Sept 2001 – June 2002	AS Level Chemistry	Leyton Sixth Form College, London

TRAINING

January 2023	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

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
