

BRIYANGHA SUTHAGARAN

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A proactive and versatile Business Information Technology Student. Recent experience as an Intern at The University of Bedfordshire and BT (British Telecommunications) in London, gaining an insight into how software systems work throughout multinational companies. A strong team builder and facilitator, accustomed to managing time and resources effectively to meet targets. Familiar with data information systems, with excellent knowledge of data management programs such as Microsoft Office and SQL. Currently seeking a sandwich placement (12 months) in order to further expand knowledge and industry experience.

Technical Skills

- Advanced knowledge of Microsoft Office including Word, PowerPoint and Excel
- Data Management: Using software such as SQLite to form tables and relationships
- Web Development and knowledge of HTML and CSS
- Basic level of programming learnt during the first year of university using programs such as Python

Relevant Work Experience

University of Bedfordshire, Luton (Intern)

August 2016

At the University of Bedfordshire, I was assigned an R&D role focussing on how Office 365 and SharePoint may be used to assist in developing the universities ICT strategy.

My Actions

- Familiarised myself with SharePoint online and Office 365
- Organised meetings with my manager and made SMART objectives to measure the success of the project
- Created a prototype SharePoint site for the ICT Department to test

Having reached the end of my Internship, the conclusion I reached, according to my manager, was compelling and well communicated. Working at this internship has improved my confidence in working in a professional environment as well as enhancing my team working and problem solving skills.

British Telecommunications BT, London (Intern)

June 2011

- Establishing the data links between the different Company Units;
- Understanding how data is managed throughout the bespoke company system
- Gaining direct insight into how software systems are used throughout multinational companies
- Gained skills such as team working and working in a competitive environment

Other Work Experience

T!Magazine, Chelsea London (Assisting Editor)

2012 - 2013

- This position aided in the development of skills still in practical use today and transferable into any role including editing.
- I worked for a magazine, used my own initiative allowing me to experience the difference between a large and small working environment.
- At a magazine it is imperative to have excellent time management skills and be able to work under pressure to meet deadlines. You also need the ability to communicate effectively and being an editor attention to detail.
- During this work experience I developed my Photoshop skills as well as using Microsoft Office.

EDUCATION AND QUALIFICATIONS

2015 - Present **Coventry University (BSC (Hons) BUSINESS INFORMATION TECHNOLOGY)**

Modules Studied during First Year

Introduction to Computing

Introduction to Algorithms

Current Technologies

Business Decision Making

Enterprise Information Systems

IT Infrastructure and Service

Assistive and Adaptive Technologies

Modules Currently being studied

Data and Information Retrieval

Computer Simulation

Technology and its Social, Legal and Ethical Context

Real World Project

Developing the Modern Web 1

Operational Research

International Field Trip in Computing, Electronics and Maths

2007 - 2015 **Thomas More Catholic School, Purley**

A-Levels: Maths (C), Psychology (C), ICT(C)

AS-Level: Extended Project (A)

BTEC Level 3: Business (Distinction)

11 GCSEs Including Maths (A), English (A) and ICT (Distinction)

KEY ACHIEVEMENTS

- 1 Award in sports leadership - 2012
This award has given me the confidence to be a strong leader with knowledge of team dynamics.
- BSC Entry Level Award in Workplace Hazard Awareness (Entry 3) - Pass - 2012
I gained an awareness of Health & Safety and its importance in the workplace.
- Participated in the Jack Petchy "Speak Out" Challenge - 2011
This experience provided the opportunity to gain confidence presenting a concept to a large audience.

INTERESTS AND ACTIVITIES

Voluntary Work

From the ages of 14-17 I volunteered for Marie Curie Cancer Care once a week. I had to direct and provide information to customers, deal tactfully with any arising concerns or complaints therefore enhancing my problem solving skills and provided front-desk customer assistance.

Tamil Society Work

Arriving at university, for me, was not always about just gaining a degree but also growing as a person and an individual. Joining Tamil Society has helped me appreciate and understand my culture on a deeper level. During second year I was voted to be a part of the committee in Tamil Society. This responsibility includes working as a team with fellow committee members, organising events and fundraising.

REFERENCES AVAILABLE UPON REQUEST