Sunder Gakhal

72 Lyndale Drive, Wednesfield Wolverhampton WV11 3JS

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Personal Profile

I am a passionate, driven and focused individual, I’m seeking an apprenticeship/job as I excel through practical development and enjoy developing and learning new skills and putting them into practice successfully. I am highly reliable and will be dedicated to any training provided to be able to further my knowledge and build on my career path.

Education

2019 – 2021 Thomas Telford UTC Level 3 Grades - B Tech– ICT (M), Construction (P), Applied Science (P)

2014 – 2019 Wednesfield High School– 5 GCSE’s - Maths, English, Engineering Design, Punjabi Grade 4 (C), 4 further GCSE’s Grade 3 (D)

Work Experience

Duncan Lewis Solicitors Wolverhampton 16/12/2021 – 12/11/2023 (Full time Job)

* Assisting the director of the childcare law team with administrative tasks such as: prepping documents, taking client phone calls and booking counsel for court representation.
* Perusing large case documents and condensing into case notes for solicitors.
* Maintaining and organising case files on the online system (Indigo) to claim financial aid from the Legal Aid Agency.

Dhanoa Garage & MOT station: Willenhall – 7 Months, December 2020.

* Offering an administration service of MOT and servicing bookings.
* Assessing the wear and tread of tyres and make decisions to approve or replace tyres.
* Offering the manual service of repairing and replacing brake discs and pads.
* Carrying out assessments of cars and developing a report.

**Sildun Manufacturing Limited** Wolverhampton – 4 months May – August 2024

* Learnt how to stay safe during a loud and busy environment
* Worked on different engineering machines such as Lathe, Drill and Tap
* Completed tasks that were assigned to me as an engineering operative
* Worked alongside fellow colleagues with vast experience which benefited me a lot in this role

**Royal Mail:** Wolverhampton **-** 1 month,December 2019

* Working during the demanding Christmas period in operational delivery and processing of items
* Conveying yorks from the warehouse to the processing centre.
* Processing post mail and packages through machinery and manually into assigned postal areas.

Duncan Lewis Solicitors: London – 3 weeks, July 2019 (Work Experience)

* Working alongside a childcare solicitor to assist with administrative tasks.
* Managing and organising post room stock.
* Attending and writing minutes for client meetings attended alongside a solicitor.
* Handling client enquiries phone calls and advising on whether the team can work the case, dependant on capacity and legal aid.
* Maintaining and organising case files on the online system.

Rotork Limited: Wolverhampton - 1 week, July 2019 (Work Experience)

* Worked on Computer Aided Design.
* Working with varied machinery such as Laser Cutting and Wielding.

References: Employer - Ravi Mahey (Ravigakhal@hotmail.com)

Academic - Andy Bristow – Teacher at Thomas Telford UTC