

DARIUSZ AL-SAEDI

CURRICULUM VITAE

18 Millview Meadows, G78 3ND, Neilston, Glasgow · 07368283258
dariusz.alsaedi@gmail.com

At present, I am a student at the University of Glasgow currently studying Aerospace Systems Engineering. I am an industrious, hard-working individual with excellent communication skills and extremely high standards who is currently seeking part-time employment. These values are shown by my selection as Chair of Pupil Voice committee at St. Luke's High School where I was responsible for communication between Senior School staff and Pupils.

EXPERIENCE

JUNE 2017 – AUGUST 2017

ACCOUNTS ASSISTANT, UNITED PLANT SERVICES LIMITED

My duties in this role include:

- Invoice processing.
- Matching of invoices against the purchase order.
- Purchasing Contracts and generating Purchase Orders.
- Generating invoices from Purchase Orders and issuing to external clients.
- Statement reconciliation for outstanding creditor invoices.
- Building an excel database from previously held data.

OCTOBER 2017 – NOVEMBER 2018

CREW MEMBER, JE RESTAURANTS LIMITED (MCDONALD'S)

My duties in this role include:

- Responding to a high-intensity fast-food environment.
- Managing large workloads in short periods of time.
- Assembling products from beginning to end in a timely manner.
- Interacting with customers and responding to their queries while operating a point of sale system.

NOVEMBER 2018 – PRESENT

SALES ASSOCIATE, HUGO BOSS

My duties in this role include:

- Providing high-class standards of customer service.
- Driving sales for the business by increasing any customer's unit per transaction.
- Providing customers with extensive knowledge of the brand and the features of each product.
- Managing multiple customer requests at any one time during busy periods.

EDUCATION

AUGUST 2016

NATIONAL QUALIFICATIONS, ST. LUKE'S HIGH SCHOOL

NATIONAL 5 MUSIC – GRADE A
NATIONAL 5 MODERN STUDIES – GRADE B
NATIONAL 5 P.E. – GRADE B
NATIONAL 4 FRENCH - PASS

AUGUST 2017

HIGHER QUALIFICATIONS, ST. LUKE'S HIGH SCHOOL

HIGHER MATHEMATICS – GRADE A
HIGHER PHYSICS – GRADE A
HIGHER ENGLISH – GRADE A
HIGHER BUSINESS MANAGEMENT – GRADE A
HIGHER GRAPHIC COMMUNICATION – GRADE B
HIGHER COMPUTING SCIENCE – GRADE C

AUGUST 2018

ADVANCED HIGHER QUALIFICATIONS, ST. LUKE'S HIGH SCHOOL

ADVANCED HIGHER BUSINESS MANAGEMENT – GRADE C
ADVANCED HIGHER PHYSICS – GRADE C

SKILLS

- Ability to work in a team.
- Ability to work on my own initiative.
- I have excellent knowledge of computer components to the extent I have the ability to build a custom computer.
- Ability to efficiently cope with large workloads while in a high-intensity environment.
- Good working knowledge of Kerridge Finance package, Microsoft Excel, Word, and PowerPoint.
- I learned how to play the Drums while studying my National 5 Music.
- Working knowledge of point of sale systems and inventory management software.

ACTIVITIES

DUKE OF EDINBURGH AWARD, 2015

I have gained great team working skills when undertaking my Bronze Duke of Edinburgh award. This involved the elected responsibility of planning the best route to our finishing point and ensuring that our team was aware of that route.

CRAIGPARK VETERINARY PRACTICE, 2015

I have completed 3 months of voluntary work at a veterinary practice which involved general ad hoc duties. During this period, I helped with the day to day operations which required me to be very consistent with my work as employees often relied on me to complete certain tasks.

ORBIT BUSINESS INCUBATOR, 2017

This program is used to mentor young entrepreneurs and allowed me to manage my own business while receiving expert advice from successful business owners such as Sir Tom Hunter and Jim McColl. During this, I have pitched my business idea to mentors and received feedback from my mentors.

CARITAS AWARD, 2018

During my final year of school, I participated in the Caritas award for Religion, Belief and Values. Throughout this award, I dedicated forty hours to voluntary work both in school and out with my community. This involved voluntary work with soup kitchens, hospitals and parishes which allowed me to help those that are less fortunate.

ACHIEVEMENTS

- 2019** – More than doubled my yearly sales target at Hugo Boss.
- 2018** – Employee of the Month for March at McDonald's Restaurants.
- 2018** – Received five unconditional offers from top Universities in Scotland.
- 2018** – Caritas Award in Religion, Belief and Values.
- 2017** – Elected Chair of Pupil Voice Committee.
- 2016 & 2017** – Excellence awards for outstanding exam performance.
- 2016** – Employability award.
- 2015** – Duke of Edinburgh Bronze Award.
- 2014** – Shotokan Karate Black Belt 1st Dan.
- 2014** – British Champion at the JKA karate finals.

REFERENCES

BARRY KINNON, GENERAL MANAGER

United Plant Services Limited
1 Murnin Road, Bonnybridge
FK4 2BW
Tel: 01324 815330 Email: barry.kinnon@unitedplantservices.co.uk

GORDON STEWART, BUSINESS MANAGER

JE Restaurants Limited
3 Darnley Mains Rd, Glasgow
G53 7RH
Tel: 0141 638 8479 Email: 01230@uk.mcd.com

PAULINE LEWIS, PUPIL SUPPORT TEACHER

St. Luke's High School
Springfield Rd, Glasgow
G78 2SG
Tel: 0141 577 2400 Email: LewisP1@st-lukes.e-renfrew.sch.uk