**Education**

**University of Bath, School of Management, 2019 – 2023**

**BSc (Hons) Accounting and Finance**

Currently studying in the second year of a four-year “thick sandwich” degree which includes an optional year work placement during year three. Modules include Business Law, Accounting, Finance and Supply Management.

**The Warren School, Chadwell Heath, 2016 – 2019**

**A Level Results (June 2019)**

I completed 2 A Levels, those being Maths (A) and Economics (B) as well as a BTEC National Extended Certificate (equivalent of 1 A Level) for Engineering (Distinction\*).

**GCSE Results (June 2017)**

I completed 9 GCSE’s, including a grade 9 in Maths and an A in Business Studies.

**Work Experience**

**YMU Business Management Ltd (July 2021 – July 2022) – Tax Intern**

* Assisting with completion of parts of client tax returns including entering information into software used to prepare the returns, creating review sheet for our files recording information reported on returns and exporting documents from HMRC for our records .
* Preparing rental income, self-employment, and expenditure accounts.
* Liaising with HMRC via phone calls and written letters to obtain information, provide updates, chase applications, and query/dispute any errors.
* Managing payments due to HMRC and clients through the firm’s client accounts.
* Ownership of weekly tax reports to track the firm’s progress towards completion of personal, partnership and corporate tax returns.
* Preparation of reports analysing HMRC for tax payments due and reasons discrepancies between HMRC and software used to prepare returns.
* Compiling training documentation for future staff and staff in other teams.

**Spectrum Facilities Maintenance Ltd & Blue Arrow (Sept 2020 – June 2021) – Cleaner**

* Working as a cleaner for two companies simultaneously – an office and a restaurant.
* Responsible for cleaning the public areas of restaurant.
* Job consisted of cleaning and mopping floors, cleaning the bathrooms as well as cleaning tables.
* Also responsible for locking the restaurant after cleaning.
* Responsible for vacuuming office floors, dusting and wiping office tables, and cleaning kitchen areas.
* Responsible for wiping touchpoint areas in office, in order to limit the spread of Coronavirus.

**CCS Cleaning (Feb to May 2020) – Office Cleaner**

* Was responsible for keeping the 4th floor of an office building clean.
* Job consisted of dusting and wiping tables, vacuuming the floors, taking out trash and mopping floors when necessary.
* Also responsible for cleaning eating and kitchen areas.

**Discount Store (Summer 2019) – Store/Sales Assistant**

* Job consisted of greeting customers and helping customers choose from a large range of living room, dining room and bedroom furniture from the shop floor.
* Delivered furniture to customers’ homes and assembled the furniture.
* Assisted the store manager in displaying furniture in the store.

**Key Skills**

* Accomplished communication skills, both written and verbal, developed through numerous essays during school and through helping customers during previous jobs.
* Ability to take the initiative, work well under pressure, work autonomously, and meet deadlines.
* Experience with working in a team setting in a professional and diligent manner which was necessary at all my previous job roles.
* Reliable and punctual, will always arrive to work on time.
* High level of focus and attention to detail at all times.
* Experienced use of Microsoft Office applications, in particular Word, Excel, Access and PowerPoint, gained from my Computing module during my university course.
* Analytical and numerical skills, coming from my success in Maths during secondary school, as well as Accounting and Finance modules during university.

**Hobbies**

* Following technological developments in mobile phones and computer hardware.
* Learning coding languages, such as C++, Python and R in the hopes of creating software in the future.
* Learning to cook new recipes.