

Abdul Basit

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Profile

As a current university undergraduate student in third year, I am working towards a degree in Information and Communications. I am a highly motivated and dedicated individual who is a keen problem solver and takes every opportunity to learn new methods of working. Always aiming for the highest standards of work, I believe it is important to use initiative, whilst always making use of the resources available to you at a given time.

Education

Manchester Metropolitan University (*Manchester*) 2016-Present
Currently Studying: Information and Communications BSc (Hons)

Open Shaw College (*Manchester*)
BTEC level 3 Extended diploma in IT Achieved: 2012-2014
Grades received (Distinction*) (Distinction*) (Distinction*)

Saltley School science college 2009-2012
G.C.S.E's Achieved:
9 GCSE's including: Maths (A), English Language (B), Double Science (C), Urdu (A), Physical Education (A), RE (C), ICT (A), Citizenship (C), D & E Graphics Product (C)

Employment

Imperium Media (Part-Time) 11.01.2016 - Present
Job role - Project manager

- Planning and monitoring the project
- preparing and maintaining project, stage and exception plans as required
- liaison with appointed project assurance representatives to assure the overall direction and integrity of the project
- identifying and obtaining support and advice required for the management, planning and control of the project
- managing project administration

Manchester Metropolitan University (Part-Time) 29.11.2015 - Present
Job role- Student Ambassador

- Assisting at open days when required to promote and sell my course to potential students.

- Assisting with clerical duties offering support during the recruitment cycle and giving advice and guidance during the 'clearing process'.

Work experience

Parkfield primary school (2 weeks)

This is the place that I found myself to do work experience for school, I did work experience at this pharmacy for 2 weeks.

- My Role: teaching assistant
- Teaching Assistance duties included:
- Teaching the children How to do numeracy & Literacy
- Listening to the children read their books
- Supporting the teacher if needed
- Helping younger children with motor and co-ordination skills such as holding pencils correctly or tying shoelace
- Helping children with number work by using counting games or learning tables
- Comforting and caring for children if they have a minor accident or are upset
- Displaying art and craft work

INTERCHEM (CHEMIST WHOLESALE) LTD

I also did work experience at INTERCHEM, I learnt many different skills while working here.

- At this job I have learnt many skills as I have worked at this company for 2 years part time.
- I have learnt to communicate with staff in the company as there are many staff at the company and I get on well with everyone there.
- I also know how to take stock count as I had to this often at the job.

S & D NEWS

I worked at this shop as a cashier at the till, I have learnt many new things while working here.

- At this job I have learnt how to interact with costumers and how to deal with different types of costumers in different situations.
- Also I have become more confident with working with other people and communicating with staff.
- Also my manager trusted me very much as I was working at the till and I was dealing with money.

Additional information

I have many interests and hobbies; I also enjoy planning family events, also I like tracking latest technology developments also other hobbies that I have are going to

the gym as I enjoy keeping myself fit and healthy my other interests are keeping up to date with the world I enjoy watching the news.

References available on request
