

## Asma Chaima

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### EDUCATION

**University of Hertfordshire; LLB Law (2.1)**

**2011-2014**

*Modules: Constitutional and Administrative Law, Contract Law, Legal Procedures, Ethics and Skills, Principles of Criminal Law, Law of Tort, European Law, Family Law, Land Law, Equity and Trusts, International Law and politics, Human Rights.*

**Sir George Monoux College; A-Levels**

**2009-2011**

History (B), Politics (B), Sociology (B)

**Park View Academy; GCSEs**

**2004-2009**

11 GCSE grades A\* to C - including: English (A), Science (A) and Maths (B)

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### EXPERIENCE

**June 2016 - Dec 2016**

**Junior Business Analyst/Software tester**

**Lloyd's**

**banking Group**

**Project:** Basel III Liquidity Regulatory project

**Project description:** This is Basel III Regulatory project which enables Lloyds Banking Group to meet the liquidity regulatory reporting requirements from EBA (European Banking Authority). The data from different source systems are consolidated and transformed to derive the divisional liquidity.

**Technology:** HP ALM, MSSQL 2008, MS VISIO and AXIS (change management tool)

- Involved in Test planning, Test execution and Defect management
- Raising and managing change request in change management tool (AXIS)
- Creation of overarching technical solution documents.
- Creation of a number of user guides for different processes.
- Creating and monitoring project spreadsheets

**Feb 2016 - June 2016**

**HR Support (Part - Time)**

**ODEON**

**Cinemas**

- Added new employees in the system, organised starter packs.
- Recorded holidays, absences, leaves (maternity, paternity, bereavement), lateness
- Produced reports to management such as cost report or roster report

**Nov 2015 - Feb 2016**

**Sales Associate (Part - Time)**

**Selfridges,**

**Topshop**

- Monitored sales record for inventory control
- Initiated an Instagram account to promote our seasonal products

**Apr 2015 - July 2015**

**Volunteer Peer Educator**

**Restless**

**Development, Zimbabwe**

- Organised and hosted fund raising events for charity and awareness campaigns
- Prepared and delivered lessons to a range of classes of different ages and abilities
- Created, maintained and facilitated a HIV support group and income generating projects (IGP)
- Produced and organised quantitative and qualitative monthly reports, articles and awareness campaign expense trackers.

**Sept 2013 - Feb 2015**

**Customer Consultant**

**Carphone**

**Warehouse**

- Achieved employee of the month award on several occasions for my high sales and knowledge in the latest products and market trends

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### SKILLS

- Languages - English (native), Bengali (fluent)
- Technical Skills: Microsoft Office (Word, Excel, PowerPoint, Visio); HTML, CSS, JavaScript (Basic)
- Completed Writing Course: "How to become an exceptional writer"
- Registered First Aid administrator

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References Available Upon Request