

# AMIT LAD

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I am a multi-skilled person that is able to communicate, handle responsibility and use initiative in order to complete tasks and meet deadlines. I have proven experience working in administrative, practical and technical environments both on my own and as part of a team.

## Employment History

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### Coordinator, Warwick Nightline

February 2010 - February 2011

- Volunteer position, running a team of 92 student volunteers to provide a peer support listening service for the students at Warwick University.
- Successfully ran a training weekend to recruit new members to this organisation. Through various publicity, training and team working efforts, managed to get 28 new volunteers - the most that have ever joined in one training session since our records began.
- Improved overall member participation by implementing an electronic membership and night duty sign-up system.
- Main responsibilities involve:
  1. Ensuring that the service is available for every night of term.
  2. Looking after the welfare of our volunteers.
  3. Organising our Executive committee and supporting them to develop and move the organisation forwards.

### Summer Internship, Metaswitch Networks

July 2010 - September 2010

- Main tasks included:
  1. Created a suite of functional verification tests for a new product. Improved the code coverage of product from 42% to 92%.
  2. Performance tested a new product and investigated differences between estimates made beforehand and test results. Identified and highlighted a major performance, meaning that the design had plenty of time to tackle the issue.
- Improved technical skills in order to complete tasks.
- Produced methodical, well documented work so that test results were easier to analyse. Gave presentation of the results of my investigation so that people knew about areas for improvement.

### Summer Internship, Barnett Waddingham LLP

July 2009 - August 2009

- Working within the Insurance Consulting team
- Given introductions to the various tasks that actuaries in the office were performing.
- Main task focused on marketing and gathering various information about potential clients.

### Summer Internship, Data Connection

July 2008 - August 2008

- Main tasks included:
  1. Created an automated testing environment for a specific product. Achieved 100% functional verification.
  2. Enhanced functions and developed new tools for the Subversion Code Management System used by 70+ people in the company on a daily basis.
  3. Researched and implemented the upgrade of the core Subversion servers from v1.3 to v1.5.
- Rapidly learnt technical skills in order to use them to complete tasks.

- Produced quality work under the pressure of time, since the systems I was often working on were used by a large number of my colleagues. As such, the consequences for taking too long, or getting anything wrong were quite drastic.
- Communicated my work to others working on similar systems/projects so that our work wouldn't interfere or overlap.
- Documented and gave a presentation on my work so that people knew what to do once I had left.

#### **Assistant Scout Leader, 4th East Barnet Sea Scouts**

**June 2006 – Present**

- Volunteer position working with a team of people to help run a local scout group.
- Planning and running a varied and interesting programme for the scouts on a weekly basis.
- Helping to run climbing and water sports activities as I am trained to do so.
- Helping to organise and execute larger events such as week long camps and expeditions.
- Also lightly involved with budgeting and fundraising for the group.
- CRB cleared to work with young people.

#### **Learning Assistant, Kumon Education**

**November 2003 – August 2007**

- Helping tuition students with English and Maths study material.
- Marking test papers and maintaining progress reports for parents.

### **Education**

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#### **Warwick University**

**October 2007 - Present**

- Currently 4th year undergraduate reading Mathematics (Hons).
- Expected 1st (Hons) Degree.
- Have taken modules in Pure mathematics, Mechanics, Statistics and Economics.
- Supervising 1st year undergraduates during my final year.

#### **The Latymer School, Enfield**

**September 2000 – June 2007**

- A-Levels – 4 A's including Maths, Physics and Economics.
- GCSEs – 7 A\*'s and 3 A's including English, Maths and Science.

### **Achievements and Skills**

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- Qualified First Aider (valid until September 2009).
- Trainee Kayaking and Canoeing Instructor (with the Scout Association).
- Trained Climbing Instructor (with the Scout Association).
- Attained the Duke of Edinburgh's Gold Award and Queen's Scout Award.

### **Referees**

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- Available on Request