

Miss Aisha Yasin

41 Edith Road, Smethwick, Birmingham B66 4QX

Email: aishayasin1801@gmail.com

Mob: +44 (0)7798768242

A 2nd year Business/Computing student with a variety work experience in data handling and retail. Aiming to expand personal skills and learn about new responsibilities that will help develop exiting skills such as leadership, problem solving and critical thinking.

Education

Aston University, Birmingham, UK **2019 - 2023**

BSc (Hons) Business, Computing, and IT (Sandwich degree) Expected 1st

- Key modules of interest: Systems Analysis, Data Applications and Marketing Management
- Developing cooperative skills by working in groups to effectively identify and resolve issues that we are faced with.

Lordswood Sixth Form, Birmingham, UK **2017 - 2019**

A Level/ BTEC: Business Distinction*, Psychology D, IT Distinction*

Lordswood Girls School, Birmingham, UK **2012 - 2017**

GCSE: 10 GCSEs (A – C) Including C in Maths and B in English

Employment History

Dilusso, Hagley Rd West, UK **(January – June 2020)**

(Admin) role included:

- Managing the front desk
- Greeting customers and taking their orders
- Stock taking and placing orders with suppliers, expanding on communication skills

Midland Security, Steward Street, UK **(June – December 2019)**

(Office Administrator) role included:

- Develop data entry skills through practicing data entry and filing
- Updating existing data
- Built on organisation skills by sorting and storing paperwork

Boots, Bearwood Road, UK **(August – September 2017)**

(Sales assistant) role included:

- Handled transactions and helped customers locate items, this further advanced customer service skills
- Used time efficiently when not serving customers by cleaning and organising the shop floor
- Maintained store shelves by restocking finished products

British Heart Foundation, Smethwick,

(May – May 2017)

(Volunteer) role included:

- Provided a professional level of customer satisfaction to the variety of different individuals that donate and purchase items from the British Heart Foundation
- Developed an initiative to a variety of different circumstances
- Learnt the security precautions – how to assist customers and staff members in case of a fire

Activities & Achievements

Currently enrolled on the University of Birmingham full stack developer coding course (6 months). Developing front and back-end coding skills; working alongside other aspiring developers on multiple projects in an aim to gain more experience and further refine our skill.

Extracurricular activities such as volunteering at the Queen Alexandra College (QAC) sight village conference the role included helping the visitors around the conference and helping them understand the different technology that was presented to them to help aid them in everyday life. While helping guide the visitors we learnt how to effectively communicate and gained knowledge on key health and safety standards used to keep staff and visitors safe.

Specific Skills

IT

- Very competent in using Microsoft office
- Experienced in using:
 - Visual Studio Code
 - Git Bash Terminal
 - GitHub (github.com/aisha-ysn)
 - Photoshop
 - Adobe XD

References

Available upon request.