

Alexander James



LOCATION

Cardiff, Wales



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WEBSITE

[Github](#)

EXPERIENCE

2018-Current

Mark James Building Contractors LTD – Finance Manager

- Used initiative to set up and maintain website to increase business
- Used Microsoft Office skills to create invoices, estimates, and keep track of monthly income
- Complete payroll – learning and complying with changing regulations
- Purchase of materials using researching skills to find most competitive prices
- Managed Marketing and social media to attract new customer and develop business and customer relations.

2018-Current

AJ Product Services Ltd – Director

- Research and Purchase Suitable Products
- Arrange and Negotiate Distribution
- Design and Create Product Brands
- Run Finances of Business

2016-2017

Jobs in Australia

Alpha Business Strategies – Sales Representative

- Direct Door to Door Sales
- Improved customer service skills
- Improved communication skills

2015-2016

Full-Time Jobs

Mark James Building Contractors LTD – Driver, Painter, General Labourer

- Improved Time management and prioritising skills when working as a driver for the company
- Gained painting skills while working with qualified painters
- Hardworking labourer for tradesman
- Landscaping duties, such as weeding, planting and grass cutting

2012-2013

Part-Time Jobs

6 months Asda – Checkout Operator

- Improved confidence and communication skills when serving customers on checkout.
- When required I helped on the shop floor which improved my organisational skills when stocking shelves.

EDUCATION

2021-2022

Code Institute

Diploma in Software Development (E-commerce Applications)

2012-15

BA(Hons) University of South Wales (2:2)

Accounting and Finance 9

ACCA Accredited (9 Exemptions)

2010-2012

St Davids' Catholic College

A-Level:

A2 Economics (B) A2 Applied ICT (B) AS Business Studies (A) Welsh Baccalaureate (A)

ILM: Leadership and Management Level 2

2005-2010

Rumney High School (11 GCSE'S)

ICT (A*) Mathematics (A) Double Award Science (A,B) Religious Studies (B) Business Studies(B)

Physical Education (B) English Language (B) English Literature (C) Resistant Materials (C)

Welsh(C)

KEY SKILLS

Microsoft Office Skills

Gained from high level of studies in ICT, also working as Administrative Clerk office was in constant use when creating invoices and estimates.

Team Work

In playing sport I have become a team player and understand different roles within a team. Also throughout my education participating in group assessments have developed my understanding of how team work can be beneficial.

Leadership

After participating in an ILM Leadership and Management Course, my knowledge of leadership styles and importance improved. Also after taking leadership roles in coursework's and captaining a rugby team I feel I am comfortable taking a lead role.

Prioritising

Being a university student, studying 6 modules and completing part time work at the same time allowed me to improve my organisational and prioritising skills to ensure that I could complete all work to the best of my ability, to set deadlines.

Communication

After working in a retail store, my communication skills strengthened after speaking with customers. Also throughout my education I have developed written communication, so that it is to a professional standard.

INTERESTS &

ACHIEVEMENTS

My main interest is photography and enjoy spending my weekends out taking photos and learning new skills. I like to keep fit by regularly going to the gym several times a week and running. I Enjoy playing five a side football, as well as watching and playing other sports. In my spare time I enjoy reading self-development books. Outstanding Achievements Awards in ICT, Geography, Design Technology, History, Math. League 1 Runners up with Rugby Team

REFERENCES

[Available upon request.]