**Anwar Ul Haque**

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**Personal Profile**

An international finance graduate with extensive knowledge of Administration and finance, complimented by strong analytical, problem solving skills. Enjoys the challenge of changing environments and maintaining the highest quality at all times. Approachable, well presented and able to establish good working relationships with a range of different individuals.

**Employment History**

**October 2017 – Present – Junior Java Developer- Tilko Estate (UK)**

* Contributed to servlet-based application development.
* Assisted in maintaining and updating existing applications and modules.
* Helped design form validation programs using HTML and CSS.
* Contributed to development of client side and server-side codes for external and internal web applications.
* Provide assistance and support to programming team members as required.

**June 2008 – SEP 2017- Office Assistant - WM Associates (UK)**

* Successfully handled front desk with three incoming telephone lines.
* Meeting and greeting visitors on site.
* Perform filing and faxing.
* Assist with all other administrative duties.
* Maintain office supply inventory.
* Retrieve documents and files when requested.
* Assist HR with sorting and collating resumes.

**December 2000 – May 2008 - Office Admin - Zeplin hardware (Pakistan)**

* Answering phone calls of customers.
* Faxing and filing important documents.
* Email to clients regarding their queries.
* Booking meeting with customers.
* Light accounting duties.

**Volunteer Experience**

**Admin/ finance assistant (2012)** - Waltham forest community credit union

* Managing clients.
* Responding to their quires and complaints.
* Opening accounts for customers and looking at their eligibility.
* Advising them on their current account.

**Feb 2018 – August 2018 – Manual Tester (Internship) - DeoDra (UK)**

* Experience in Manual Testing for Software Quality Assurance
* Worked collaboratively with QA and development
* Identified, documented and reported bugs
* Familiar with Object-Oriented Programming Java
* Knowledgeable in Open-Source Tools (Selenium, Agile)
* Knowledge of JIRA & Confluence

**Education**

**2008-2010 - Anglia Ruskin University - MBA in international Finance** – main modules: Economics, accounting, management accounting and business strategy

**1999- 2001- Punjab University - BCOM** – Main modules – cost accounting, advance accounting and banking currency and finance.

**1996 - 1998- Punjab college I-COM** – Main modules – Accounting, Economics, English and statistics

**COMPUTER AND KEY SKILLS**

* Elements of Java programming. Review of programming constructs of the C family languages (Language structure, conventions. Variable and data types. Arrays. Operators. Expressions. For, if, while, do). Main method.
* Objects in Java: Objects, Classes, Packages, Generics, Inheritance, Interfaces.
* In depth view of Swing. Events and multithreading in GUI applications.
* Knowledge of HTML and SQL
* Effective communication and interpersonal skills.
* Can maintain good discipline and environment.
* Able to multitask and Good time keeping skills
* Excellent problem solving skills and customer Service
* Works well under pressure and good organizacional skills
* Using computerised systems to access customer information and update account details
* Ability to work well alone and as part of a team drive, motivation and persistence

**References**

Reference Available on Request.