**Saif Raja**

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**Summary**

I am currently looking to secure a role to utilise my skills and experience. Ambitious, outgoing and motivated are three words I would use to describe myself. I am a hard-working person, enthusiastic in everything I do, and I believe in working hard to the best of my potential. I am a caring and helpful individual who always puts others first. I am a strong-minded person who has good interpersonal skills and the ability to communicate effectively. One of the many attributes I hold is time management, which is vitally important to me.

* Proven skills in **project management**, by taking lead in group tasks, allocating roles and getting the team to collaborate.
* Aim to be **punctual** by always turning up to class and part-time employment on time.
* Self-**motivated** and **hardworking** individual with a hunger to succeed.
* **Organised individual** who can work under pressure, by **managing time** efficiently, enabling me to maintain high standards in employment and studies.
* **Experience** through part-time employment in building relationships with customers and offering outstanding customer service.

**Education**

2014 - 2017 **Stanmore College**

**Pearson BTEC Level 2 First Extended Certificate (2014-2015)**

Double Grade Pass Achieved

**Pearson BTEC Level 3 Extended Diploma (2015-2017)**

Triple Grade Merit Merit Pass Achieved

2007 - 2012 **Christ’s College Finchley**

**GCSE’s:** 6 GCSEs A\* - C: Mathematics (B) English Language (B)

**Previous Employment**

June 2018 – October 2018 **Waitrose**

**Sales Assistant**

2015 - 2018 **Asda**

**Home Shopping Colleague**

2014 - 2015 **McDonald’s**

**Colleague**

* Replenishing stock.
* Working to a specific target.
* Being able to work together as a team efficiently and effectively.
* Handling card and cash transactions.
* Maintaining the necessary business dress and hygiene standards.

**Interests**

**Sports**

* Staying fit, by going to the gym regularly.
* Enjoy keeping up to date with various sports such as football and cricket.

**Reading**

* Vocabulary Expansion.
* Increase my Focus and Concentration.
* To improve my Writing skills.

**References**

Available upon Request