**Ms. Debarati Datta**

**8 Selsey Road, Crawley, RH11 9HR**

**Mobile - 07539104001**

**E-mail:** [**dkmr52@gmail.com**](mailto:dkmr52@gmail.com)

**PROFILE:**

I have 10 years of experience of working in finance /administration/ order processing/ data entry in the UK. Before the UK, I have had 15 years of work history with the Indian charity sector. I am confident and out-going with effective communication and interpersonal skills.

I am an engineering graduate and apart from my regular paid work at my current company, I am also a student at “The Code Institute, Ireland”, enrolled for the course of Full Stack Web Developer. I am already halfway through the course and have passed two out of four milestone projects which used HTML, CSS and JavaScript with cross browser compatibility and responsive design. I have already submitted my 3rd milestone project that uses Python / Mongo DB. I enjoyed this bit more and see myself more suited for a Back-End developer role. I am currently working on my fourth and final milestone project that uses all that I have learnt so far. I have learnt Jasmine testing and I am well versed with jQuery. I shall complete the course by September 2021 and will be earning a diploma for “Full Stack Web Developer”. I have been using Github and Gitpod for repository version management and all my projects have neat commit histories. You can check out my projects under my GitHub id : debarati-datta

Technology

Technologies : JavaScript, Python, Wordpress, C#

Skillsets : HTML5, CSS3, end-to-end website build

Frameworks : jQuery, Bootstrap, Flask, RESTful API, JSON, Materialize

Debugging Tools : Chrome console

Versioning software : Github

IDE : Gitpod, Repl.it, PyCharm

Design : Balsamiq, Figma

Testing framework : Jasmine

Operating systems : Windows 8 & 10

List of projects

Some of the projects worked on so far as part of my course.

1. Selsey Book Club - <https://debarati-datta.github.io/Selsey-Book-Club/>

Frontend Project : HTML5, CSS3, JavaScript, Bootstrap

1. CV website - <https://debarati-datta.github.io/My-Resume-Project/>

Frontend Project : HTML5, CSS3, JavaScript, Bootstrap, jQuery

1. Mystical Madhya Pradesh website - <https://debarati-datta.github.io/Mystical-Madhya-Pradesh/>

Frontend Project : HTML5, CSS3, JavaScript

1. Recipe Book Website - <https://debarati-the-food-tycoon.herokuapp.com/>

Backend Project : HTML5, CSS3

**EMPLOYMENT HISTORY**

Finance Assistant (Permanent) (3rd Sep 2019 till now) - Hunt and Palmer PLC

Finance Assistant (Temp) - 16th July – 31st Aug 2019 – Millennium and Copthorne Hotels

Finance Officer (Temp ) – 17th June – 15th July 2019 - – Barnardos, Satellite Business Village, Crawley RH10 9NE

Accounts Payable Assistant – 13th June 2018 till 18th Jan 2019 – Vindex Systems Ltd., 7-9 Lloyds Court, Manor Royal, RH10 9QU

Finance Officer (Permanent) – 1st July 2014 – 31st Oct 2017 - Southern Housing Group, Spire Court, Albion Way, Horsham, West Sussex RH12 1JW

Data Entry Administrator (Temp) – 4th June 2014 – 30th June 2014 – AerData - 55b Business Innovation Centre, Metcalf Way, Crawley, West Sussex RH11 7XX

Order Processor (Permanent) - Aug 2013 to Apr 2014 – Dolby VIVISOL - Southpoint, Old Brighton Road, Lowfield Heath, Gatwick, West Sussex – RH11 0PR

Finance Administrator (Permanent) - Apr 2012 - Aug 2013 – Dolby VIVISOL – Southpoint, Old Brighton Road, Lowfield Heath, Gatwick, West Sussex – RH11 0PR (United Kingdom)

Project Assistant (Temp) - Jan 2012 till Feb 2012 – AerData – 55b Basepoint Business Centre, Metcalf Way, Crawley, West Sussex – RH11 7XX (United Kingdom)

**Transferable Skills and Achievements :**

* **Knowledge of the Full Stack :** I signed up for this course with the awareness that even though I was more keen on Backend development work, I wanted to know about the end-to-end process.I can quite confidently say now that I understand the Frontend, Backend, Server, Network and Database now.
* **Time management :** Every job requires a good amount of this skill but my job as an order processor was strengthened it for me. Because the orders were for critically ill patients who required oxygen support at home, my work of collecting the faxes from various GP services and then processing on the system to trigger a call to the patient as well as to the delivery team so that it can all be arranged at a mutually agreed time slot was quite challenging and it made my time management better. I followed a checklist and also had the contact details of every driver handy to make sure the job gets passed on to the right person.
* **Learn Adapt and Grow :** In my role at the Southern Housing Group, I was hired as a temporary worker to clear the back log. I worked there for 2 months and not just did what I was expected to do but also got offered help in other areas. So when my temp work came to an end, the manager added my personal email id to their internal jobs board. I got an email from him a month later about a Finance Assistant role available within the team and asked me to apply. I applied, interviewed and got the position. During my tenure as an Assistant, I offered to do some of Finance officer duties and like Rent slab determination and service charge calculations. After a year, I was promoted to Finance Officer position. I have a keen interest in the overall picture of the business I associate with and not just my bit of work and that has always helped me grow.
* **Business Acumen :** My long career histories in two countries (India & UK) made me quite good at the collaborations with other teams and working on user feedback. Every new job bettered the skill. For my projects in my coding course, I always start with user stories and site owner goals which crystalizes the idea and I do try to take into account the end-user’s persona. My Readme Files for each project demonstrates this quite clearly.
* **Interpersonal Skills :** I believe I have excellent communication skills along with critical thinking and collaborating abilities. I believe that not much can be achieved in isolation and the larger picture should inform product development. Problem solving goes hand in hand with good interpersonal skills. I have quite comfortable worked with people of different ethnicities and background and been a popular and dependable team member.

**Accounting packages used :**

Used **Oracle Financials** with access to AP Invoice inquiry, AR Customer Maintenance, GL Web ADI, Receivables Enquiries, Receivables Input (Funding/Misc), Receivables Input (Per Capita), GL Enquiry, GL Super User 2

Use several bespoke accounting packages similar to SAGE 50

**1998 – 2011 (India)**

Several jobs in India in the non-profit sector (1998 – 2011). Had progressed to managerial role and had the experience of managing 7 staff in my last role in India.

**Formal Education**

Sep. 1994 – Oct 1998 - B.Tech from College of Agriculture Engineering, Jabalpur, MP (JNKVV), India

**Language Proficiency**

English, Hindi, Bengali – can read, write and speak fluently all three languages