Derek Dhammaloka

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Profile

A professional, dedicated and confident web designer and programmer with a BSc in Maths, Statistics and Computing and a diploma in web design. Extensive experience of data entry, analysis and maintaining documentation. Always endeavours to provide effective and efficient solutions to problems. Would like to secure a role in web design or programming to deliver results and add value to organisations.

Key Skills

Time management	Research
Record keeping	Programming
Data entry	Report writing
Analysis	Typing
Web design	

Software Knowledge

Microsoft Office	Adobe Flash
Adobe Acrobat	Microsoft Expression Web
Adobe Photoshop	Microsoft Visual Studio
Volo View Express	Microsoft Edge
Adobe Dreamweaver	

I.T Skills

CSS3	Linux
Django	MongoDB
GitHub	PERL
Java, JavaScript	Python
HTML5	R
ASP.NET	Ruby
C++	SQL
C#	Visual Basic

Career Summary

May 2016 – Present   **Data entry**   **Cambridge Assessment**

- Effectively entered data for several exams using Microsoft Excel.
- Adhered to policies and procedures.
- Clerical and transcription checking of scripts
- Provided efficient barcode scanning, form preparation and checking of information.
- Successfully inputted and prepared data for the recording of exam results.
- Efficiently processed exam materials such, ensuring the rooms were prepared and were provided.

Jan 2004 - Jan 2016   **Bureau operative**   **Restore Scan**

- Efficiently entered data for various projects including BP Alaska Pipetracker, Transport for London and Network Rail using Packages such as Microsoft Excel.
- Indexing of documents and illustrations.
- Effectively scanned documents, maps, diagrams and radiographs for various projects including the International Glaciological Society, Network Rail and Saipem.

Education and Qualifications

Feb 2016- March 2016   **Diploma Web Design**   **Pitman Training**

- CPD Certificate in web design including HTML5 Fundamentals, Adobe Dreamweaver, Adobe Photoshop, Microsoft PowerPoint 2013, Microsoft Excel 2013 Expert.

Sept 2005- April 2006   **Java Programming Level 2**   **Peterborough Regional College**

Oct 1988- June 1991   **Maths, Statistics and Computing**   **University of Greenwich**

Sept 1982-June 1988   **GCSE & A-Level**   **Kelsey Park School for Boys**

- 3 A-Levels in maths, chemistry and physics
- 5 O-Levels including English, maths and science

Training

2014	**Information Security (Training)**	**Restore Scan**
2003	**Bookkeeping for beginners**	**Spalding Further Education Centre**
1999- 2000	**Business planning**	**Boston College**

Professional Affiliations

- August 1991- present: Affiliate Member of the Institute of Mathematics and its Applications
- October 2004- present: Associate Member of the British Computer Society