

# 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.

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## Key Skills

Time management  
Record keeping  
Data entry  
Analysis  
Web design

Research  
Programming  
Report writing  
Typing

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## Software Knowledge

Microsoft Office  
Adobe Acrobat  
Adobe Photoshop  
Volo View Express  
Adobe Dreamweaver

Adobe Flash  
Microsoft Expression Web  
Microsoft Visual Studio  
Microsoft Edge

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## I.T Skills

Bootstrap  
CSS3  
Django  
GitHub  
Java  
JavaScript  
jQuery  
HTML5  
ASP.NET  
C++

C#  
Linux  
MongoDB  
PERL  
Python  
R  
Ruby  
SQL  
Visual Basic

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## 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.

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## 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

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## Training

### 2014

#### Information Security (Training)

#### Restore Scan

### 2003

#### Bookkeeping for beginners

#### Spalding Further Education Centre

### 1999- 2000

#### Business planning

#### Boston College

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## 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