

## ADEEL HUSSAIN

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### Personal Profile

A committed and driven Computer Science graduate with a keen interest in technology. Possessing a wide range of skills, knowledge and experience gained through studies. I am a goal-oriented and productive individual with an outgoing personality with the ability to work effectively in a team or on my own. I am highly committed and a reliable individual who thrives to do his best. I am seeking employment in a reputable organisation where I can offer and develop my skill set.

### EDUCATION & QUALIFICATIONS

University of Bradford	2013-2016
BSc (Hons) Computer Science	2:2

Belle Vue Boys School	2007-2013
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- A-Levels – BTEC National Diploma: Business (Merit)
- A-Levels – BTEC Level 3 Certificate: Science Double Award (Distinction, Distinction)
- GCSE's – (8B's 1C) Including Maths & English

### IT/Technical Skills

- **Web Development** – some experience with the design and development of dynamic web pages (technologies used are HTML, CSS, JavaScript). Basic understanding of media queries.
- **Basic Networking** – some understanding of computer networking gained through studies.
- **Microsoft Active Directory** – some understanding of creating user accounts and resetting passwords.
- **GitHub** – some knowledge working with GitHub to host websites using GitHub.io and hosting code.
- **Ticketing Systems** – knowledge of working with ticketing systems to log customer calls and escalate tickets to other departments.
- **Data Entry** – good understanding of data entry gained through work commitments.

- **Application Software** – competent user of Microsoft Office applications (Word, PowerPoint, Excel) having used these programs for a variety of university projects and presentations.
- **Operating Systems** – working knowledge of Windows operating system

## Soft Skills

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|--|--------------------------------|
| • Good written and communication skills    | Flexibility                    |
| • Ability to provide good customer service | Team player                    |
| • Motivated & punctual                     | Planning and organisation      |
| • Ability to work to deadlines             | Ability to work under pressure |

## Work Experience

### Craft Creations | Feb 2017 – Present

#### Owner

- Managing inventory and selling a wide range of products to existing and new customers.
- Ensuring correct products are delivered to customers in a timely fashion.
- Maintaining a high level of customer service at all times.
- Monitoring competitors by collecting information on pricing, products and sales techniques.
- Answering customer queries through various channels; over the phone, e-mail

### Fancy Fashions | April 2016 – June 2016

#### Voluntary Sales Assistant

- Worked on a voluntary basis.
- Carried out daily duties; organised stock, general admin work.
- Developed business acumen by recognising appropriate business methods.
- Listened to customers and ensured requirements were met.

## Interests & Hobbies

- Spending time with friends and family; Socialising going for a meal or going to the cinema.
- Enjoy playing board games.
- Other interests include playing and watching football.

## References

**REFERENCES ARE AVAILABLE ON REQUEST**