**Tahir Khatri**

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**Personal Profile:**

Have completed my undergraduate studies in Computer Science at De Montfort University and seeking employment. Participated in the Prince’s Trust programme and was awarded a certificate for completing this. Have volunteered as an administrator at Enham which is a charitable organisation. Have worked with XHTML and CSS among other languages. Have acquired leadership skills from chairing meetings when I was a student council representative. The presentation skills that I have gained enabled me to be confident when I am talking in group settings.

**Key Skills:**

* A confident in using a variety of IT packages including Word, Excel, Access, PowerPoint, Publisher and Outlook.
* Have used the following programming languages for over a year with confidence:
* C#/ C/ XHTML/ HTML5/ CSS/ Java/PHP/MySQL/ SQL/ Haskell/ Shell Scripting/ C++/ Linux/ JavaScript
* Presentation skills
* Communication (written and verbal)
* Working in a team
* Problem Solving
* Attention to Detail

**Education and Training:**

**De Montfort University 2014-2018**

**2018**

**Software Engineering (MSc)**

**Computer Science (BSc) 2:2**

**Leicester College 2013 - 2014**

**Access to HE Computing Pass**

* Technical units include Networks and Communications, Study Skills, Programming in a Visual Environment, Webpage Design and Production, Software Skills, Computer Systems, Information Management in the Workplace, Maths, and English.

**Leicester College 2001 – 2006**

**BTEC National Diploma for IT Practitioners (ICT Systems Support) Partial Pass**

* This course had some of the following aspects such as, End User Support, Programming, Website Management, Computer Hardware, Data Communications & Networks, Human Computer Interface, Network Operating Systems,

**City & Guilds Level 3 Advanced Diploma for IT Users Pass**

* Technical units include Databases, Integrated Applications, IT Principles, Spreadsheets, Web Page Design, and Word Processing,

**GNVQ Foundation ICT Pass**

* This course included Using Information Resources, Graphics, Presenting Information, Handling Information, and Preparing for Employment, Hardware and Software,

**Employment History:**

**De Montfort University Square Mile (IT4Free)- Oct 2014 - Feb 2015**

**Volunteer**

* Helped members of the community to enhance their IT skills.
* Helped users to write a formal letter to enable them to communicate with one another
* Worked on a database for a gym
* Helped a community member to deal with spam
* Supported a community member to share photos on Facebook
* Developed leadership skills when helping individuals to accomplish their goals.
* Enhanced communication skills due to explaining the tasks to the users
* Developed technical skills due to the completion of the users’ tasks

**Enham - April 2013 – Aug 2013**

**Volunteer Admin Support (Volunteer)**

* Increased attention to detail skills when checking timesheets
* Enhanced self-motivation when completing financial returns
* Developed accounting skills when producing financial budgets
* Developed communication skills when dealing with clients in person or over the phone
* Enhanced time management skills when tight financial deadlines had to be met
* Undertook training whilst on the job: Data Protection Act 2012, Equality & Diversity 2012, Safeguarding Vulnerable Adults & Children and Professional Boundaries

**HMC Ltd June 2009 – May 2012**

**Admin Clerk (Volunteer)**

* Developed team organisational skills whilst dealing with stock
* Developed financial skills when banking for the company
* Enhanced IT skills through processing vast amounts of data to produce charts and graphs for further analysis
* Built a rapport with the close knit team

**References:**

Available Upon Request.